

NEW INSIGHTS MENTORING PROGRAM

Program Coordinator - Mentoring Job Description

Updated January 31, 2003

The mission of New Insights, Inc., a nonprofit IRS 501(c)3 agency located in Winwood Heights, is to empower at-risk youth in our community to make positive life choices that enable them to maximize their personal potential. Through collaborative programming with schools and other community-based organizations, we provide educational, social and mentoring opportunities to enhance the academic performance, social, and community connections, and career options of the youth.

The Program Coordinator oversees the development and implementation of the youth mentoring program, which matches adult volunteer mentors with youths one-to-one. The Mentoring Program Coordinator ensures program quality and performance related to recruiting, screening, matching, monitoring, and closing the relationship with the mentor and child, and communicates with the mentor, parent/guardian, and child throughout the relationship.

Reporting to the executive director, the Program Coordinator is responsible for overseeing all aspects of the mentoring program, and will carry out the responsibilities of the position as defined below:

Duties

- Have expert knowledge of mentoring program policies and procedures
- Maintain and update Policy and Procedure Manual as needed
- Develop and manage relationships with schools, training centers, and community-based organizations
- Build strong “working” relationship with mentoring program advisory board
- Oversee inquiry and orientation process to ensure excellent public relations and customer service
- Create and oversee implementation of an ongoing mentor recruitment plan, including development of an annual recruitment and quarterly activity plans, development and distribution of program marketing materials, presentations to targeted organizations, and ensuring a presence at key community events, etc.
- Perform and oversee participant screening, training, matching, support and supervision, recognition, and closure activities
- Oversee organization and implementation of mentor/mentee group events (e.g., bowling trips, pizza parties, end-of-year events)
- Plan and implement recognition activities for program participants
- Oversee program evaluation activities

- Oversee mentoring program staff
- Attend regional/national conferences to increase knowledge of mentoring program and best practices
- Complete other duties and activities as needed

Qualifications

- Bachelor's degree preferred with emphasis in social work, psychology, and/or education
- Two or more years experience in mentoring and youth development, working within community organizations and/or schools preferred
- Extremely strong organizational, writing, verbal, and interpersonal skills
- Creativity and flexibility are essential in assuming significant responsibility
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred
- Spanish speaking/writing strongly preferred

Compensation

Starting salary range: \$25,000–30,000 per annum, plus a benefits package that includes vacation, medical, dental, life insurance, transportation benefit, and retirement 401k plan.

Applications

A letter of application and résumé must be submitted to: Human Resources, New Insights, Inc., P.O. Box 5575, Winwood Heights, IL 89633.

AN EQUAL OPPORTUNITY EMPLOYER
Minorities and Women Encouraged To Apply