



Position Description Mentor Program Coordinator

The Clergy, Community for Children Youth Coalition seeks an experienced, effective, and motivated Mentor Coordinator. The 4C has been a voice in shaping efforts in mentoring African American and other youth of color for over 20 years. We are looking to expand our organization's presence and are searching for dependent, credible persons to help us meet the demand.

The Clergy, Community for Children Youth Coalition, (4C Mentor Program) is seeking to fill a position. The Mentor Program Coordinator position is part -time and will assist the 4C Coalition Mentor Program to carry out its work for 2018-2019.

The 4C Coalition is a 501 c 3 non-profit mentor organization that recruits, trains and matches volunteers from the community to act as a mentor for youth referred for one to one and group mentoring services. The mentor acts as a role model and support for the youth.

Position Description

Coordinate 4C Mentor Program Services Recruit, screen, train, supervise and monitor culturally diverse volunteers. Recruitment process includes utilizing marketing and network media to increase the number of mentors, public speaking, writing press releases, and networking with various community organizations and employers.

Plan, implement and evaluate mentor training and revise mentor training manuals as needed. Co-facilitate 6-hour mentor trainings as scheduled. Assist with planning training dates, setting up and breaking down for training. 4C mentors are required to attend Seattle CARES Mentoring Movement (SCMM) Orientation prior to attending the 4C training. 4C Mentors are required to attend monthly on-going Wellness Mentoring Circles (WMC) with SCMM .4C will screen all mentors using background inquiry, reference checks, and interview process.

This position requires weekly leading of facilitation of group mentoring in the Central and SW area of Seattle. This is a position that supports Seattle Youth Violence Prevention Initiative, development of group mentoring curricular and planning with 4C co-facilitators staff team.

Duties also include interviewing youth for services. Orient youth to the mentor program, Travel to home of youth, schools or community agency to interview potential mentees. Collaborate and establish regular communication with 4C team or other referrals regarding the mentor program.

Maintain tracking of eligible youth referral dates, interview dates, match date or enrollment in group mentoring dates. Coordinate with 4C staff for accurate enrollment of youth into data base. Track mentor/mentee relationship. Serve as a liaison between the youth, mentor, counselors, youth, families and mentor program. Provide information and orient parents/legal guardians to the mentor program. Participate in meetings for continuous program development or other meetings as required.



4C Coalition Mentor Program

Match youth to mentors and supervise the match, Travel to home of the mentee to facilitate the match. Provide accurate documentation to mentor program. Supervision includes maintaining routine telephone and written communication with matched mentor regarding mentor relationship and meeting individually with mentors as needed. Contact includes requires monthly contact with active matches. Provide ongoing support and consultation to mentors, problem solve issues that present as barriers to successful mentor/mentee relationships.

Organize mentor recognition events. Routinely submit information for mentor newsletter and submit success stories to 4C Social Media staff.

Seek discounts and or donations for community activities for mentors/mentees.

Collect, analyze and report accurate information /documentation pertaining to youth/mentor matches. Provide on-going updates and information to mentor program staff and executive director regarding mentor program, mentors, and progress of mentor. Maintain accurate information in data base entries include face to face contact with active SYVPI youth or non-traditional youth and mentors.

Participate in development of mentor program procedures and monitor program operations for compliance with funders. Provide required reports to Mentor Program Administrator. Collect mentor contact information and routinely submit to executive director and other data staff.

Mentor/mentees. Provide required reports to Mentor Program Executive Director. Perform other duties as assigned

Position Requirements

This is a professional position that requires a person to act independently. Position provides opportunity for leadership. Position requires attending meeting and public speaking. All planning and decisions are subject to supervisory review.

Four years' experience in social casework, youth counseling, or related fields.

Knowledge of program development and management. Excellent computer skills.

Skilled in interagency collaboration.

Willingness to assist with administrative duties as required.

This is a part-time position. Salary commensurate with qualifications and highly competitive. The position is open until filled. Updates and a copy of this announcement are posted at www.the4ccoalition.org . To apply, submit a resume, and a 1 page cover letter specifically addressing your interest in and qualifications for this position to the Clergy , Community For Children Youth Coalition , 1404 East Yesler Way , Suite 202A , Seattle, WA 98122, or by e-mail to info@the4ccoalition.org