



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

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| Position: | Mentoring Works Coordinator | Location: | Tuolumne County |
| Salary Range: | \$13.68 - \$17.46 | Final Filing Date: | 11/14/17 @ 4pm |

APPLICATION PROCEDURE:

ALL APPLICANTS MUST SUBMIT AN ATCAA JOB APPLICATION IN ORDER TO BE CONSIDERED FOR AN INTERVIEW

Applications may be obtained and submitted to:

Amador Tuolumne Community Action Agency
427 N. Highway 49, Suite 305
Sonora, CA 95370
Ph: (209) 533-1397
Fax: (209) 533-1034
www.atcaa.org/employment

Notification: All applicants will be notified by: December 26, 2017

Part-Time Benefits Package:

- Retirement (Money Purchase Pension Plan) – 7.5 % employer contribution and 100% vested upon regular status
- 3 weeks paid time off and 12 paid holidays per year
- Eligible employee membership with Golden 1 Credit Union

Hours: 20 per week

Final Filing Date: All applications must be received no later than 4:00 PM on Nov. 14, 2017. **EOE**

ABOUT ATCAA & THE POSITION

Our Mission Statement:

- To help individuals in Amador and Tuolumne counties toward self-sufficiency.
- To assist local residents in becoming involved and contributing members of our community.
- To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- And, finally, to form partnerships and coalitions within the community to meet these needs.

Tuolumne Youth: ATCAA has operated the Mentoring Works program for the past 15 years. Mentoring Works matches caring adults with children in need of a friend. Youth with mentors make better choices on crucial issues such as drugs and violent behavior. Mentoring Works serves an average of 30 youth every year. There is an average of 20 youth on a waiting list hoping for a mentor.

Definition: The Mentoring Works Coordinator is responsible for ongoing collaboration with the partner agency representatives; the day-to-day program development and planning; mentor and youth recruitment, training and matching; contract management, reporting and program evaluation. The purpose of this program is to decrease negative risk-taking behaviors and increase positive risk-taking and social behavior in vulnerable youth.



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Supervisor: Prevention Programs/YES Partnership Director

Supervises: Volunteers

Minimum Qualifications:

- Meet all federal/state licensing requirements and/or program requirements necessary for this position: possess a valid California driver's license, an acceptable driving record, and fingerprint clearance;
- Understanding of mentoring and/or youth programs;
- Ability to work independently;
- Ability to work in a collaborative setting;
- Community organizing skills;
- Experience and ability in public speaking;
- Demonstrated organizational, oral and written skills;
- Ability to work well with a variety of people, including the economically disadvantaged;
- Ability to lift 30 pounds.

Desired Qualifications:

- Experience working or volunteering with youth;
- Experience working with volunteers, including recruitment and development;
- Computer skills including word processing and some data base experience;
- Knowledge and experience using social media applications;
- Group facilitation skills;
- Knowledge of community resources including services and citizen associations;
- Experience and/or course work in community development and/or issues related to child, family and community systems;
- Understanding of impact/outcome evaluation.

A copy of the full job description is available at www.atcaa.org/employment