



Amador Tuolumne Community Action Agency

MENTORING WORKS COORDINATOR Job Description

Definition: As a part of the ATCAA team, the Mentoring Works Coordinator plays an essential role in ATCAA as a whole. 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.

Supervisor: Prevention Programs/YES Partnership Director

Supervises: Volunteers

Job Duties and Responsibilities Related to This Position:

- Coordinate day-to day operations of the Mentoring Works program;
- Maintain community coordination of mentoring activities;
- Recruit, screen and select appropriate mentors and youth;
- Assure mentors attend orientation, receive training, and have access to mentor support;
- Promote the development of social and leadership skills with youth participants;
- Facilitate/oversee all Mentoring Works program community networking, public relations and media activities;
- Coordinate evaluation process including data collection and reporting;
- Work with supervisor to ensure that grant requirements are met;
- Develop mentoring program policies, procedures and protocols;
- Assure that background checks are conducted on every mentor applicant;
- Monitor mentor-protégé matches;
- Monitor financial resources;
- Develop and maintain close working relationships with schools, businesses and community organizations;
- Meet regularly with supervisor.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards as outlined in the “Statement of Confidentiality and Ethics”;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA’s Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor which are consistent with the definition and intent of the job description;
- Carry out supervisory responsibilities in accordance with ATCAA’s Personnel Policies. Responsibilities include training employees, planning, assigning and reviewing work, problem solving, appraising performance, both formally and informally.



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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-TCAA Salary Range: 131

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date