

# Position Description

## MENTORING OUTREACH COORDINATOR

Supervisor: Senior Director of Mentoring Initiative

Classification: Non-exempt, Full-time

Revised Date: May 2019

### Purpose

Assist with the activities of the Mentoring Initiative committed to the advancement of quality mentoring programs within Palm Beach County and south Florida area for youth.

### Responsibilities

- Develop the appropriate networks of stakeholders within the community in order to develop relationships necessary to collaboratively identify and develop recruitment strategies to overcome barriers to effective mentor recruitment within targeted geographic regions and among demographically diverse populations
- Establish and maintain databases and appropriate documentation to help inform the development of appropriate strategies and program implementation
- Work closely with Senior Director of Mentoring Initiative to ensure grant compliance for all subgrantee contracts and collect/compile all required reporting data on a quarterly basis
- Develop written documents as needed as it relates to marketing, recruitment, grants, and/or other related areas as well as social media materials. Work closely with UWPBC Marketing to coordinate an ongoing community-wide public relations and mentor recruitment campaign and develop tools and resources for effective recruitment of targeted populations of mentors in identified communities, designed for partnership program use
- Identify informal mentoring programs within targeted geographic regions, and develop a networking forum to share best practices
- Work closely with Senior Director of Mentoring Initiative and Training Coordinator to identify training needs of the mentoring network and/or programs looking to gain entrance into the network
- Provide technical assistance and training for mentor program professional staff, to share best practices and lessons learned
- Identify Technical Assistance Providers that could help with targeted technical assistance at a local and state wide level
- Act as liaison among child and family service agencies to coordinate and assess mentors/mentees related needs and facilitate cross-agency referrals
- Respond promptly to community inquiries on mentoring programs and support families in identifying mentoring opportunities for their young person(s).
- Respond promptly to volunteer inquiries and refer volunteers to appropriate mentoring agencies within the Mentor Center network

- Work closely with the Palm Beach County Youth Services Division to host My Brother's Keeper recruitment events for mentors and mentoring programs
- Volunteer Opportunities – working in conjunction with United Way's volunteer department on opportunities for mentor/mentee participation
- Assist with the United Way of Palm Beach County's disaster response efforts
- Performs other duties and assumes other responsibilities as assigned

## Standards

- Ability to provide superior customer service to agencies, volunteers, staff and community members
- Ability to prioritize and manage multiple tasks simultaneously, implementing and completing projects within stated timelines
- Demonstrate initiative in following through independently with projects and tasks
- Demonstrate support of organizational objectives/initiatives, assisting as needed
- Demonstrate creative problem solving
- Demonstrate commitment to personal and organizational development

## Core Competencies

- Client Focus
- Information Gathering and Processing
- Initiative
- Organizational Awareness
- Results Management

## Education/Experience

- Bachelor's degree in Human Services, Social Science or closely related field
- A minimum of three years experience in program development, project management (preferred)
- Experience working with volunteers
- Experience with Microsoft Office, data collection/analysis, and social media (preferred)

## Physical Requirements

- Some off-site travel visiting agencies and meetings throughout the community
- Reliable transportation
- Ability to perform the above responsibilities

***I have read and understand the position responsibilities and standards for my position.***

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

\_\_\_\_\_  
Date