

# Position Description

## MENTOR TRAINING COORDINATOR

Supervisor: Senior Mentoring Initiative Director

Classification: Non-exempt, Full-time

Date: June 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

- Work with Sr. Mentoring Initiative Director, Vice President of Volunteer Services, Sr. Vice President of Community Investment and other program staff in refining the quality, quantity, efficiency and effectiveness of the organization's work. Develops the training and technical assistance element for incorporation into the Mentor Center's comprehensive strategic plan.
- Responsible for scheduling and delivering training sessions. Provide oversight for the creation of new curriculum and updating existing curricula and training tools. Manage inventory of training curricula and resource library materials. Work with staff to develop and implement marketing plan for the training calendar, monthly newsletter and other communications as needed. Manages MOU's with volunteer trainers and contracts with local, regional and national trainers.
- Develop and/or maintain evaluation process for training calendar. Create evaluation tools for training sessions. Create follow-up evaluation surveys for training and consultation sessions. Manage annual and ongoing evaluation and grant reporting. Create Professional Development calendar of training sessions for mentoring program staff. Identify and recruit qualified trainers from diverse backgrounds and skill sets. Establish a train-the-trainer orientation process.
- Create an annual or multi-year training plan.
- Respond to requests for mentoring program consultation and technical assistance via telephone, in-person or e-mail. Deliver established curriculum to mentoring program staff and mentors. Customize and deliver training sessions. Assess and respond to ongoing training needs of network members. Schedule and support trainers as needed.
- Maintain local training venue database.
- Work with network agencies around combined partner training opportunities.
- Update curriculum as needed to reflect trends in the field and needs of mentors and mentoring programs. Manage development of new curriculum. Assist in design and development of training manuals and written curriculum. Maintain appropriate inventory in Mentoring Resource Library. Develop and engage design teams as needed when developing or revising curriculum.
- Manage invoicing system for training, consultation, curriculum and materials sales working with UWPBC staff to ensure that accurate procedures are followed. Track revenue and expenses generated from training. Assist in preparation and design of proposals for funding as needed.
- Work with Sr. Mentoring Initiative Director and UWPBC marketing department to design marketing materials for training calendar and market trainings to various key stakeholder groups.
- Work with existing community partnerships and assist to create new partnerships in the community to expand training goals. Identify and support training needs of various partnerships. Facilitate and schedule Mentor Center Network meetings. Develop procedures for co-sponsorship of workshops, training events and conferences with provider organizations, colleges, universities, other children's councils, and state and national agencies and organizations.
- Work with Mentoring Outreach Coordinator to identify local trends in mentoring.

- Schedule trainers to provide sessions consistent with skills and location. Supervise the work performance of and assign work responsibilities to trainers.
- Assist, as assigned by senior management, with the organization's disaster response efforts.
- Perform other duties as opportunities are presented and/or 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

- Attention to detail
- Leading and managing change
- Relationship building
- Teamwork
- Writing skills

## Education/Experience

- Bachelor's degree in Human Services, Social Science or closely related field
- A minimum of three years experience in program development, management capacity
- Working with volunteers

## 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 understood the position responsibilities and standards for my position.***

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 Employee's Signature

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 Date

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 Supervisor's Signature

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 Date

