

Barre Youth Mentor Program

Program Coordinator

Job Description

The Mission of the Barre Youth Mentor Program is to provide the opportunity for the development of a one-to-one relationship between youth (the mentee) and the adult (the mentor). The goal of this positive relationship is to support children's healthy development and long-term life success. The mentor provides support and guidance for the younger person after school for one hour, one day a week on school grounds at Barre City Elementary and Middle School. The school-based program matches any child in fifth through eighth grade with a screened adult role model.

Responsibilities:

Administrative

1. **Oversee budget and fundraising: Specifically "Recycling Program"**
 - Maintain accounts through "Recycle America" and "Funding Factory"
 - Initiate contact and ongoing correspondence with all recycling contributors on an as needed basis
 - Coordinate with appropriate school personnel (ie Gene Ziske) and maintain smooth operation of recycling program
2. Maintain accurate records and conduct program evaluation (mentor/mentee/parent surveys)
3. Work closely with school counselors and administration to develop and refine program design, policies, and procedures. (Bi-monthly meetings or as needed)

Mentor Recruitment, Support and Oversight

1. Organize and implement volunteer mentor recruitment plan
2. Assist prospective mentors in background check and fingerprinting process done by BSU
3. Coordinate all communication among mentors, mentees, counselors, and teachers involved in program
4. Conduct new mentor interviews, orientations, monthly check-ins, and ongoing support as needed
5. Organize and implement program events, including mentor trainings, group recreational activities, and end of year celebration

Outreach and Promotion

1. Facilitate ongoing mentor recruitment
2. Develop and maintain positive relationships with program supporters and contributors
3. Coordinate presentations to organizations, businesses, clubs, etc. to build community awareness surrounding mentor programs

Qualifications

- Background in Education and/or social work, volunteer management
- Experience working with children
- Experience in mentoring and youth development
- Strong verbal, written, communication, and organizational skills
- Knowledge of the Barre area and local organizations

Compensation

- \$15 hourly rate / 5 hours per week / 30 weeks a year

Estimated Hourly Commitment

- Former Program Coordinator Liz Bevins reports that to run both the Everybody Wins! And the Barre Youth Mentor Program required working about 12-15 hours per week, and that included recruiting and direct school hours. Liz is available to answer questions at 522-3390.

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