



Position Title:	Mentor Coordinator		
Reports To:	Director, TSIC		
Department:	Take Stock In Children	Job Code:	0138
Prepared By/Date:	Alex Alvarez/7-12-2010	Job Group:	PENC
Approved By/Date:	Herbert Robinson/7-13-2010	Salary Grade:	14
Revised:	Jennifer C. Brito/7-13-2010	FLSA Status:	Exempt

Summary:

The Mentor Coordinator is responsible for recruitment, retention, management and data collection/reporting of the mentor component of the Miami Dade Take Stock in Children (MDTSIC) program.

Essential Duties and Responsibilities:

- Designs and implements a comprehensive countywide mentor recruitment strategy.
- Serves as community liaison for MDTSIC.
- Ensures 100% mentor match or new student recruits at time of contract signing.
- Maintains overall 90% mentor match.
- Designs and implements mentor retention strategy.
- Develops and implements mentor workshops and in-service trainings.
- Manages and maintains filing system with fully documented mentor files.
- Records and maintains all relevant mentor information in mentor database.
- Prepares and distributes all required mentor reports and statistics.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of recruitment, selection and interviewing
- Knowledge of Microsoft Office applications and office automation
- Excellent analytical skills in preparing comprehensive reports and interpreting data
- Excellent communication, negotiation, follow-up, and organizational skills
- Ability to successfully interact with all levels of management and employees
- Ability to travel to all campuses as needed
- Ability to maintain confidentiality of sensitive personal information of volunteers and former volunteers and other matters affecting volunteer reunions
- Ability to follow oral and written instructions
- Ability to write routine reports and correspondence
- Ability to effectively collect, analyze, evaluate and prepare numerical data
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic, multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors Degree and five (5) years of related work experience
- All educational degrees must be from a regionally accredited institution

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name