



Position Title: Mentor Services Specialist, TSIC (Take Stock In Children)
Reports To: Director
Department: Take Stock In Children
Prepared By/Date: Donna French/08-30-2011
Approved By/Date: Thomas Albano/08-31-2011
Revised:

Job Code: 3603
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

This position reports to the TSIC Director and works closely with the Finance and Data Compliance Manager. Responsibilities include recruitment, retention, management, background clearance and data collection/reporting for the mentor component of the Miami-Dade Take Stock in Children Program.

Essential Duties and Responsibilities:

- Serves as community mentor liaison for program
- Ensures 100% mentor match for new student recruits at time of contract signing
- Assists in the design and implementation for a comprehensive county-wide mentor recruitment strategy
- Ensures volunteer background clearance
- Maintains overall 90% mentor match
- Develops and follows-up on leads for mentor recruitment, and organize mentor/volunteer support groups
- Assists in the design and implementation of mentor retention strategy
- Develops and executes a training program for all new mentors in accordance with the standards of TSIC and grant funders
- Assists in preparing and delivering orientation/presentations to organizations or civic groups
- Develops and executes mentor workshops and in-service trainings
- Manages and maintains filing system with fully documented mentor files
- Maintains records for mentor/mentee contacts and sign-in sheets
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office applications
- Possess strong organizational skills
- Possess excellent communication and follow-up skills
- Ability to effectively convey subject matter while speaking in public groups
- Ability to follow oral and written instructions
- Ability to write routine reports and correspondence
- Ability to provide own transportation
- Ability to maintain a work schedule that may include evenings and weekends
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

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 quiet.

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 and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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.

- Bachelor's degree and three (3) years of experience with one (1) year of experience recruiting and providing customer service to volunteers
- Valid Florida Driver License

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name