



360 Youth Services seeks a part-time (10 hours/week) **Mentor Program Specialist** to coordinate matches between volunteer mentors in the community and the residents (ages 13-24) of our transitional housing programs and Cornerstone group home. We strive to match young people in our programs with positive adult role models to expand their networks of support. This position involves advertising about the program to recruit new mentors, interviewing mentors and mentees and assisting with matching volunteers to youth in the program, managing between 10-25 matches and collaborating with other housing program staff. This position has flexible hours and opportunities to work from home and in the community.

Interested applicants should send a resume and cover letter to Carolyn Wahlskog, Executive Director of Housing at cwahlskog@360youthservices.org.

Job Title: Mentor Program Specialist

FLSA Status: Non-exempt

Reports to: Executive Director of Housing

POSITION SUMMARY:

The Mentor Program Specialist is directly involved in a variety of activities including, but not limited to, maintaining a caseload of mentors and mentees, record keeping, program development, volunteer mentor and mentee recruitment and public relations. All efforts should be directed not only toward assuring quality of service provision, but also toward protecting the confidentiality and respect of the youth served.

DESCRIPTION OF DUTIES

A. DUTIES AND RESPONSIBILITIES

- Assist with locating and recruiting qualified mentors and assisting with mentor training and support.
- Interview potential mentors who have inquired through the website.
- Meet monthly with housing program staff for matching.
- Facilitate the matching of youth with their mentor.
- Manage correspondence to mentors, link to Case Managers when issues or concerns arise in mentor/mentee relationship
- Service and maintenance of 360 Mentor Program mentee/mentor relationships.
- Maintains various records, mentor/mentee files.
- Uphold program confidentiality guidelines.
- Perform other duties as assigned.

B. KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- Knowledge and interest in understanding current developments, literature and sources of information in the field of Mentor.
- Comfort in interviewing volunteer mentors.
- Ability to establish and maintain effective working relationships with the community, public officials and professionals involved with collaborating programs.
- The ability to locate and recruit volunteer mentors.

- Demonstrate sound judgment, empathy, and be sensitive to the emotional needs of the youth mentees and the adult mentors.
- Knowledge of outcome evaluation, using research as a means to ongoing program quality improvement.
- Knowledge of community resources.

C. SERVICE TO THE COMMUNITY

- To represent the agency in the community in a professional and positive fashion.
- To be an advocate of the social change for the enrichment and advancement of services in the area of youth mentoring.
- To work collaboratively with schools, law enforcement officials, mental health providers, and other referral sources in the community.
- Strive towards diversity and inclusion of clients, volunteers and surrounding community.

JOB QUALIFICATIONS

1. Minimum of a Bachelor's degree in the Human Services field, Education, Family Life Education or related field and 2 years of related experience.
2. Demonstrate a commitment to the values and ethics of a professional employee of 360 and their profession.
3. Demonstrate an ability to work with families and staff in a professional manner.
4. Demonstrate a level of personal and professional integrity, honesty, and competency.
5. Participate in all agency and program related meetings designated.
6. Continue to maintain training necessary to enhance the skills.
7. Possess and utilize conflict resolution skills in problem solving.

ORGANIZATIONAL VALUES:

Our values unite us as an organization. They are the anchors that steer our behavior, interactions with each other and provide a guide for decision-making.

- **Compassionate:** We wholeheartedly care for and listen to others
- **Empowering:** We nurture potential, build on strengths, and inspire hope for a brighter future
- **Inclusive:** We accept others completely as they are
- **Affirming:** We encourage and celebrate personal identity
- **Respectful:** We hear people where they are and are willing to work on judgments we may have towards others while treating people with the highest regard
- **Authentic:** We are truthful and transparent in what we say and do

About 360 Youth Services: 360 is a powerful organization joined together by a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of alcohol and other drugs, and ending the experience of homelessness, 360 works passionately in our pursuit to help children, teens and young adults experience their full potential.

360 Youth Services is an equal opportunity employer. Decisions and criteria governing the employment relationship with all employees are made in a nondiscriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity or expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

www.360youthservices.org