



**Position Title:** Community Based Mentoring Program Manager

**Required Qualifications:**

- Bachelor's or Associate's degree (Social Work, Human Service or related field preferred)
- Experience in youth services field
- Experience having managed volunteers/staff and programs
- Have privately owned vehicle, current driver's license and up to date insurance, as well as a willingness to drive a 12-passenger van as needed in varying road conditions
- Pass background screenings and complete CPR/First Aid training
- Be willing and able to work occasional evenings and weekends
- Demonstrated ability to foster positive, supportive relationships with collaborative partners
- Experience and passion for serving youth and families facing adversity such as poverty, substance abuse, and educational challenges
- Ability to connect with people of varying backgrounds and to appreciate and embrace diversity
- Ability to maintain confidentiality
- Working knowledge of computer operations including Microsoft Office programs (Word, Excel) and Google forms/calendars

**Desired Qualifications:**

- A responsible, flexible, mature, enthusiastic character
- Ability to multi-task, manage time, and show initiative
- Ability to work independently and with a team
- Knowledge of Routt County, local schools and youth agencies
- Conversational level of Spanish is a bonus but not required

**Job Summary:**

Responsible for creating and supporting community based meaningful mentoring relationships between youth and adult volunteers. Additional duties include staff and case supervision, program planning and execution (including recruitment, training and evaluations), and community collaboration.

**Key Responsibilities include but not limited to:**

- Ensure that the Community Based Mentoring program is adhering to best practices in the mentoring field
- Oversee and conduct interviewing, screening, training of Senior Partners (adult mentor volunteers)
- Interview and perform intake procedures on all qualified and referred youth (Junior Partners)
- Decide, with input from other staff, on appropriate matches of Junior and Senior Partners
- Conduct match meetings during which the Senior Partner is introduced to the Junior Partner and parents/guardians
- Complete final match paperwork and procedures including administering pre & post surveys
- Maintain weekly contact with all assigned partnerships during their first three months, and bimonthly contact thereafter, with a caseload of 15 to 20 active partnerships
- Maintain monthly contact with all unmatched Junior Partners and pending Senior Partners
- Maintain adequate case notes and records on all referred Junior Partners and Senior Partners
- Contact referral agency quarterly to report on status and progress of referred youth

- Manage monthly group activities
- Assist in the planning, preparing, and implementing of the following:
- Group Recreation and Life-skills Activities
- Develop a working knowledge of community resources and agencies, their function, and responsibility to most effectively aid and provide support to Junior Partners and their families
- Attend relevant professional development training opportunities, as available and requested
- Support the Board of Directors, ED, and other staff supplemental tasks as needed (recruitment, advertising, fundraising/special events, data, etc.)

**General Duties:**

- Work professionally with all staff as part of Partners in Routt County's (PRC) integrated team and participate in related internal and external meetings as required
- Work within the context of PRC's policies, procedures and guidance
- Report to the Executive Director for program and case supervision, and to the Executive Director for administrative supervision
- Promote the safety, welfare, and positive youth development of PRC youth participants

**Other:**

Flexible schedule; fun and committed staff and Board of Directors, and a great work environment, including a dog friendly office

This is full-time, exempt position with an annual salary range of \$35-40K, based on qualifications, and is eligible for company benefits (very competitive package of health insurance, 401K, HSA, PTO, Paid Holidays) after introductory period (1<sup>st</sup> of the month following 30 days from hire).

**Application:**

To apply, please submit a cover letter and resume to Executive Director Michelle Petix at [michelle@partnersrouttcounty.org](mailto:michelle@partnersrouttcounty.org), no later than 5 p.m. on Monday, September 30.

The start date for this position is mid-October 2019.

*Partners in Routt County is an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

Please refer to [www.partnersrouttcounty.org](http://www.partnersrouttcounty.org) for more information on the organization's mission, history, programs, and events.

*Revised: 9/9/2019*