



## HOPE FOR PRISONERS JOB DESCRIPTION

Job Title	Mentor Coordinator	Position Type	Fulltime
Funding	Grant Funding / General Funds	Travel	No
Level/ Salary Range	\$40,000 - \$45,000	Date Approved:	8/6/2019
Reports To	Client Services Manager		

### MISSION

At Hope for Prisoners we help formerly incarcerated men and women successfully rejoin the workforce, their families, and our community.

### JOB DESCRIPTION

#### Duties and Responsibilities

The Mentor Coordinator is responsible for taking the lead on all aspects of the mentoring program, to include recruiting, screening, training, matching and monitoring volunteer mentors for our clients. This position works closely with program staff to involve clients in the mentoring program.

- Identifies and recruits individuals who would be good mentors to our clients.
- Performs recruitment, screening, training and ongoing support to volunteer mentors.
- Matches mentors with mentees in accordance with policies and procedures that align with the clients' case plans and the program requirements.
- Provides mentors with guidance on best practices in mentoring
- Documents and tracks mentoring hours
- Monitors and evaluates mentor/mentee relationships
- Continuously evaluates mentor program for improvements and growth opportunities
- Plans and executes quarterly mentoring continuing education and support meetings
- Evaluates mentoring program and curriculum and implements necessary changes across systems
- Updates and maintains mentor handbook and training materials

#### Education:

- Bachelor's degree in criminal justice, social work, psychology, or related field required.
- Industry certifications are preferred and may be substituted for education

#### Preferred Experience:

- Two years direct work experience with volunteer recruitment and/or management
- Experience with professional training and/or teaching
- Previous work or volunteer experience in non-profit organization or re-entry program
- Previous experience working with disadvantaged groups and/or formerly incarcerated persons
- Previous experience in mentoring or coaching program or case management
- Skilled in designing and facilitating presentations.

## **Knowledge, Skills and Abilities:**

- Strong written and verbal communication skills. Excellent listening skills and ability to display empathy while setting and keeping boundaries.
- Proficient with the Google Suite, MS Office programs, and data entry.
- Strong organizational skills and ability to prioritize work.
- Understanding of Hope for Prisoners mission, values and services.
- Familiar with the goals of prisoner reentry programs.
- Ability to communicate effectively and tactfully with clients and staff, and present a positive and professional image through all communications.
- Skills in database, spreadsheet and word processing applications.
- Ability to interact in a courteous and professional manner with diverse constituencies.
- Focused attention to detail and a high standard of excellence.
- High levels of initiative, dependability, flexibility and motivation.
- Ability to establish, maintain and sustain positive, professional working relationships internally and cross-functionally.
- Ability to work independently and as part of a team in a fast-paced, service-oriented office environment.
- Must possess and maintain a valid Class C Driver's License at the time of appointment

Hope for Prisoners is a 501(c)(3) nonprofit; employees with student loans may qualify for Federal Student Loan Forgiveness if they meet the requirements of the U.S. Department of Education.

## **PHYSICAL ABILITIES & WORK ENVIRONMENT**

The physical demands described below are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions of the position. The list below of minimum essential functions is illustrative of the minimums only and is not a comprehensive listing of all functions and tasks performed.

- Ability to lift and move boxes up to 40 pounds.
- Ability to sit at a computer for prolonged periods of time.
- Ability to work in a typical office environment.
- Flexible schedule required, occasional nights and weekends.
- Ability to tolerate stress.
- While performing the duties of this job, the employee is regularly required to speak and interpret verbal communication.
- Ability to conduct tasks and successfully perform under critical deadlines.
- Manual dexterity to operate office equipment and examine documents, records and files.

*This job description is intended to describe the general nature and level of work expected of this position. The description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the position.*

*HFP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.*