



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	Programs Manager		

Duties and Responsibilities

The Mentor Coordinator is responsible for taking the lead on all aspects of the mentoring program, to include recruiting, orientation, screening, training, matching and monitoring volunteers. This position works closely with program staff to facilitate the integration of program clients into the mentoring program.

Must possess and maintain a valid Class C Driver's License at the time of appointment

- Identifies individuals who can serve as good mentors to special populations.
- Performs recruitment, screening, training and ongoing support to volunteer mentors.
- Supports mentee development through developing mentor matching in accordance with policies and procedures that align with client's case plan and program requirements.
- Provides mentors with guidance in how to teach and mentor clients.
- Completes reports and evaluations for funders on a timely basis.
- 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:

Associate degree in criminal justice, social work, psychology, or related field required. *Bachelor's degree preferred.* Two years direct work experience in volunteer management or industry certification may be substituted for education.

Experience:

Previous work or volunteer experience in non-profit organization or re-entry program.

Previous experience supervising volunteers.

Previous experience working with reentry population preferred.

Previous experience in mentor or coaching program or case management.

Knowledge, Skills and Abilities:

- Strong written and verbal communication skills. Excellent listening skills and ability to display empathy while setting and keeping boundaries.
- Strong organizational skills and ability to prioritize work.
- Knowledge of Hope for Prisoners mission, values and services.

- Familiar with goals of reentry program.
- Ability to communicate effectively and tactfully with clients and staff, and present a positive and professional image through all communications.
- Proficient in MS Office programs and data entry.
- Ability to design and facilitate presentations.
- 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.

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 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.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Executive Officer, which expressly revises, modifies, deletes, or supersedes the policy of at will employment. Unless employment is covered by such a written employment agreement signed by the Chief Executive Officer, this policy of at will employment is the sole and entire agreement between the employee and the employer as to the duration of employment and the circumstances under which employment may be terminated.

Except for employment at-will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____ Date: _____

Position Title: _____