



## Mentor Coordinator

Full-time, professional staff position that oversees the **implementation of CPWDC's mentoring program**, which matches volunteer adult mentors with youth in a one-to-one relationship and ensures quality, effectiveness, and sustainability of the program from the match process through to the close of the formal mentoring relationship. The Mentor Coordinator will also collaborate with other CPWDC staff to **maintain the Path to Careers website** that matches youth with career exploration activities at local businesses.

### Job Duties Include:

- Manage mentor recruitment, screen mentor candidates, and facilitate orientation/training for new volunteer mentors.
- Oversee the mentor match process with youth through coordination with CPWDC subcontractor staff case managers and provide technical assistance to subcontractors in regard to the overall mentoring program.
- Provide direct on-going support and supervision to the mentor and youth match which includes: providing guidance on the use of tools and activities within the CPWDC youth mentoring program, problem-solving, assisting with logistics for mentorship meetings as needed, developing and coordinating group activities with multiple matches, and facilitating recognition/closure activities.
- Act as the liaison, maintaining communication with the mentor, the youth and their parent/guardian as needed, CPWDC subcontractor staff, and other CPWDC staff.
- In coordination with the CPWDC Youth Programs Manager, coordinate an annual schedule of planned workshops, group activities, and events for matches.
- Collect and analyze data, both qualitative and quantitative, related to the performance of the CPWDC mentoring program and evaluate needs, including in regard to adjustments to the program design.
- Facilitate mentor training for other agencies and businesses upon request.
- Contribute to CPWDC committee meetings and prepare data and reports.
- Collaborate with other CPWDC staff on the management of the **Path to Careers** website that matches youth with career exploration activities at local businesses and provide technical assistance as needed (e.g. login and registration assistance).
- Collaborate with the Compliance Monitor to ensure effective quality and compliance monitoring of the CPWDC mentoring program.
- Other duties as required.

### Qualifications

- Bachelor's Degree in Social Work, Psychology, Education, Public Administration, or related field
- 1 year of related training or experience
- PA Driver's License
- Successful clearance of local, state, and federal background checks
- Learn, understand and maintain expert knowledge state and federal policies affecting targeted populations.
- Demonstrated problem solving skills
- Excellent written and verbal communication skills
- Demonstrated, unquestioned ethics with ability to maintain a high degree of confidentiality
- Proficiency in Word and Excel and capacity to accurately maintain a website
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders
- Math skills, including in relation to collection and valid use of data

This position typically requires work in a normal office environment, as well as required travel to: meet with mentor candidates for screening purposes, facilitate mentor training, liaison with subcontractor staff, implement match events, etc.

Excellent benefits. Send cover letter, resume, salary requirements, and CPWDC application ([www.cpwdc.org](http://www.cpwdc.org)) to Erica Mulberger at [emulberger@cpwdc.org](mailto:emulberger@cpwdc.org).

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