



JOB DESCRIPTION

STEP UP MENTORING COORDINATOR

TITLE: Step Up Mentoring Program Coordinator – Boys Group
STATUS: Part-time Non-Exempt (20 hpw)
RESPONSIBLE TO: Executive Director
APPOINTMENT: Executive Director
WAGE RANGE: \$14.00 - \$16.00/hour DOE

About Step Up:

Step Up Mentoring connects local teens involved with Coconino County Juvenile Court to positive resources in their community with the help of appropriate adult mentors. Weekly group mentoring sessions (on and off site) explore teens' interests and provide a variety of unique opportunities for success. These ongoing and structured mentoring meetings: undertake different activities, visit interesting places, and forge contacts with constructive people. Through establishing and strengthening these relationships teens experience a positive support system that they can rely on.

Alongside engaged adult mentors, young people can build confidence, competence, and caring that can continue to develop into long term community connections. The goals for Step Up are to engage youth in positive activities and reduce recidivism.

Position Summary: The Step Up Coordinator (PC) is responsible for the day-to-day operations of the Step Up Mentoring program. The PC will work in close communication and collaboration with Juvenile Court program staff. PC will manage the groups for all Boys involved in the program. Applicant must be 21 years or older and be able to pass a background check. Applicant must have a car, valid driver's license and current auto insurance.

Responsibilities:

- Plan and implement weekly group activities.
- Recruit, interview and select mentors.
- Regularly communicate with and coach mentors throughout the program.
- Develop community connections with individuals, groups, and organizations that can be positive support resources for youth.
- Maintain active relationships with staff in community agencies, youth programs, schools and school programs, CCC, NAU, etc. who support the efforts of this project.
- Develop relationships with employers for career presentations, job shadowing, potential employment of teens.
- Regularly coordinate with Probation Officers, Detention Director, and other Juvenile Court Staff.



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- Create procedures specific to this program, in conjunction with Juvenile Court.
- Develop, implement and present evaluation process for the project.
- Manage program's fiscal budget.
- Log and track volunteer and youth data, demographics, and participation.
- Plan and attend community recruitments as assigned.
- Other duties as assigned.

Education/Experience: Bachelor's degree required, experience with juvenile court youth a plus.

Skills: PC must be able to communicate effectively, establish credibility and engage volunteers, clients, and parents quickly, relate well to all types of people, have some experience with computer programs including Microsoft Word and Excel, be highly organized, detail-oriented and use time effectively. Experience with Salesforce a plus.

Personal: PC must be mature, able to convey warmth and acceptance, and be able to establish rapport with clients and volunteers. PC should be a flexible individual that can work in a fluid environment and be in agreement with the philosophy and vision of BBBS. Ability to work evening hours is also required. No felony convictions and ability to pass a background check and fingerprint screen required.

PROPER WORK ETIQUETTE:

Dress Code: Inappropriate clothing, jeans and/or tennis shoes are not allowed. Professional attire is required.

Confidentiality: Absolute confidentiality is required. The PC will have access to personal information regarding volunteers and clients. A breach of confidentiality will result in immediate dismissal.

Work Attitude: PC is expected to work on the job. If the amount of work or intensity of work is not satisfactory, this could be cause for dismissal. If PC has any questions regarding a project or task, they should feel free to ask any questions. Asking questions is better than doing something inaccurately. PC will be working with many volunteers, parents, and board members. PC is expected to be pleasant and helpful. It is important that accurate information is dispersed. General office etiquette is expected to be adhered to.

Policy and Procedure Compliance: PC is required to read and comply with the policy and procedures manual at all times. Time for reading the manual is given during the



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initial training period, but the PC should continue to maintain knowledge of the manual's standards and requirements.

COMMUNICATION:

The supervisor may provide an on-going evaluation of the PC's performance and other work habits. PC should feel free to also communicate if they are unsure of an assigned task, any proper office etiquette, or anything else of concern to the PC. A formal evaluation (without pay increase) may be held one month after employment (or sooner if the need arises). This will also serve as a mutual time for communication.

TRAINING:

PC is required to participate in all agency in-service trainings.