

## MENTOR PROGRAM MANAGER - JOB DESCRIPTION

Under supervision of the Executive Director of Fenix Youth Project Inc., the Minds in Motion Mentor Program Coordinator will promote the program mission, achieve long and short-term goals and objectives, expand resources and maintain quality and effectiveness in all activities and services. Responsible for the overall management of the program, its volunteers, mentors, and mentees in accord with Fenix Youth Project Inc. organizational goals, mission and operational policies.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Implement program policy and procedures for recruitment and training of mentors and youth participants.
- Communicate with district personnel and community members in understanding the Mentoring Program goals and objectives, and enlist their support and involvement.
- Plan, organize, and coordinate prevention activities, including: trainings, workshops, conferences, luncheons, assemblies, fundraising events, and safe and drug-free activities.
- Conduct information gathering for the purpose of evaluating and adjusting program plan when necessary.
- Supervise program volunteers and provide assistance to all program participants.
- Speak before groups, conduct media interviews, and represent Fenix Youth Project Inc. in any and/or all community functions.
- Represent program on related committees.
- Monitor the annual budget, receipts, and disbursements staying within budget parameters, and provide timely corporate, federal, and state reports to the appropriate parties.
- Oversee communication, record, and documentation systems for organization.

### QUALIFICATIONS and REQUIREMENTS:

Valid Maryland driver's license and evidence of insurance.

### EXPERIENCE & EDUCATION

Paid or volunteer experience providing service in community service programs, or similarly related areas Equivalent to the completion of the twelfth grade, supplemented by coursework or training in community awareness, prevention philosophy, and/or prevention activities

#### KNOWLEDGE OF:

Principles, methods, procedures, and strategies utilized in the development of a comprehensive program designed to reduce and/or prevent problems associated with high risk behavior among children of school age such as drug, alcohol tobacco use, violence, and teen pregnancy

#### ABILITY TO:

Communicate effectively in oral and written form  
Speak, read, and write appropriate English  
Understand and carry out oral and written directions with minimal accountability controls  
Establish and maintain cooperative working relationships

#### TERMS OF EMPLOYMENT:

This position is unpaid. 8 -10 hour/weeks. Specific hours are determined by Executive Director, and funding. Volunteer position.