# Volunteer Position Profile

<table>
<thead>
<tr>
<th>Position</th>
<th>Position Class</th>
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</thead>
<tbody>
<tr>
<td>Match Supervisor (Youth Mentoring)</td>
<td>☑ Class 1 ☑ Class 2 ☐ Class 3 ☑ Class 4</td>
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<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Position Category</th>
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<tbody>
<tr>
<td>Youth Coordinator</td>
<td>☑ Direct Services ☑ Administration ☐ Management</td>
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## Recommended Core Competencies
- ☑ Relational/Communication Skills
- ☐ Business Skills
- ☐ Computer/Technical Skills
- ☑ Leadership Skills

## General Description

The match supervisor is assigned to monitor several mentor/mentee matches in the youth mentoring program. The match supervisor contacts mentor, mentee, and mentee's parent/guardian according to defined timelines, documents the contacts, and helps to troubleshoot any issues. The match supervisor forwards any areas of concern to the Youth Coordinator/Program Director.

## Skills/Qualifications Needed
- Responsible, dependable adult
- Supports Agency mission and values
- Passion for, and positive outlook toward, youth
- Good verbal and written communication skills

## Normal Functions/Duties
- Contact all parties involved in match according to timelines.
- Document contact and nature of contact in Contact Log.
- Help troubleshoot any issues to avoid early match closure
- Interact respectfully with child and caregivers
- Communicate with the youth coordinator

## Position Requirements
- Minimum age: 18
- Attend Volunteer Orientation
- Attend Youth Mentor Orientation
- Complete Volunteer Application including in-person interview and references
- Submit Police, Child Abuse, and Sexual Offender Registry background checks
- Commit to a one-year
- Previous supervisory experience
- Previous mentoring, discipleship, or youth experience
- Previous experience as a volunteer
- Previous experience working cross-culturally

## Other Preferred Skills/Experience
- Participation in additional training and volunteer enrichment events is encouraged
- Recognition and appreciation for your time and efforts put forth in serving our community
- Opportunity to meet like-minded individuals

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For more information contact:

Position Title/Name

Phone: (###) ###-####

Email: