CIS Mentor Coordinator

**Purpose:**

The Volunteer/Mentor Coordinator for **CIS Mentoring Children of Prisoners** will administer and manage the volunteer program designed to provide supportive services to children and families affected by incarceration. The Volunteer/Mentor Coordinator will be responsible for overseeing the recruiting, training, supervising, and maintaining volunteer records. The Volunteer/Mentor Coordinator will work intensively and cooperatively with 31 area schools, caregivers, parents, and family members.

**Major Responsibilities:**

- Establish rapport and strong communication links with public school personnel, community leaders, and public agency officials
- Recruit, select, and recommend volunteers to the program
- Supervise, evaluate and provide technical training and continuing education to mentor volunteers
- Conduct planning and evaluation activities for the program
- Train, motivate, and monitor volunteer personnel in establishing and maintaining a positive relationship with school personnel, families, caregivers, and various community providers
- Develop and implement accountability procedures for volunteer staff including proper record keeping, the submission of reports on a timely basis
- Maintain current knowledge of research and trends that affect CIS and CIS **Mentoring Children of Prisoners** project
• Work cooperatively with the college staff and the community in the identification and recruitment of volunteers who would be beneficial to this program
• Design advertising, marketing media and press releases as necessary and assist in the publication of brochures and fliers to promote the project and Communities In Schools
• Develop and conduct volunteer/mentor meetings to monitor their progress, and to discuss their specific needs
• Develop and implement satisfaction reports for the evaluation of mentor performance and the mentor/mentee match
• Write required reports for submission to the CIS office, Department of Health & Human Services, etc.
• Perform other duties as assigned by the Communities In Schools Director

Position Characteristics

The Volunteer/Mentor Coordinator for the CIS Mentoring Children of Prisoners project will be responsible for developing, implementing, administering, communicating and providing service and ongoing assessment for this new grant funded project. The Volunteer/Mentor Coordinator will implement and monitor recruitment and retention approaches for this project, and will develop mentor recruitment and marketing plans to insure the success of the project. The individual in this position must possess strong administrative skills, and must demonstrate the ability to work with diverse groups in the recruitment, screening, training, and supervision/support of a large group of volunteers with varying personalities and numerous responsibilities. The Volunteer/Mentor Coordinator should possess the maturity and flexibility to work in a fast-paced, fast-changing environment and must be multi-task oriented. The individual must possess excellent written and oral communication skills, to insure effective marketing of the mentoring project, and must possess strong interpersonal skills, including experience with decision-making in a highly collaborative environment. As the individual in this position must have the capability to convey the plight of the children and families to be served to the community, a strong basic understanding of the special needs of children and families with an incarcerated family member is critical for this position. The Volunteer/Mentor Coordinator must exhibit a commitment towards the CIS mission statement to champion resources for CIS students.
Qualifications:

Minimum Bachelor’s degree within one of the following areas is required: public relations, marketing, psychology, human relations, administration, adult education, sociology/social work, counseling, or related field. The individual must possess administrative experience, including planning, budgeting, staffing and supervision, and managing relationships with multiple constituencies. Knowledge of trends and standards affecting mentoring programs is preferred. Excellent written and oral communication skills must be demonstrated. Individual must exhibit an ability to work with little supervision, and possess superior administrative skills.

Signatures:

_________________________            Date
CIS Volunteer/Mentor Coordinator

_________________________            Date
Associate Dean of Outreach Services

_________________________            Date
Vice President for Student and Outreach Services

_________________________            Date
President

Job Description Developed: 13-September-2004

Prepared by: Carla Asbill/Julie Lyon