

Mentor2Youth is a local non-profit organization that transforms the lives of youth through emotional empowerment, academic achievement and college/career cultivation. We are looking for an extraordinary individual with a passion for working with kids and helping them excel right here in Ypsilanti at our two program locations. This position will be working with elementary age youth grades 1st -6th during afterschool hours supporting our mentoring, academic and college/career exploration programs.

Job title	<i>Site Coordinator</i>
Reports to	<i>Program Director</i>
Position Type	<i>Part-Time</i>
Pay Rate	<i>\$14-16.00/hr</i>
Closing Date	<i>Application period closes 8/30</i>

Job purpose

The site coordinator oversees and facilitates all program activities at the designated location. This position ensures that all proposed outcomes and expectations for program activities are met through managing the evaluation and assessment process. You manage all respective communication amongst site staff, volunteers and clients. Assist with fundraising.

Duties and responsibilities

Administration (20%)

Management

- Provide continued training and development of site staff, volunteers and peer leaders
- Plan, delegate and oversee duties and of all site-related staff and volunteers

Public Relations

- Be in attendance at community meetings or events relevant to promotion of Mentor2Youth at designated program location

Communication

- Communicate with volunteers weekly to ensure they are updated on program activities
- Communicate with families (phone, email, newsletter) on a regular basis

Program Coordination (70%)

Program Design

- Assist with the design of program activities (workshops, events, fieldtrips) pertaining to lesson plans, events conducted and fieldtrips participated in

Program Oversight & Facilitation

- Provide onsite facilitation of all program activities (tutoring, educational mentoring, lifeskills workshops) and supplemental activities (service projects, fieldtrips, events)
- Manage and/or facilitate parent orientations and volunteer meetings

Assessment & Evaluation

- Track, monitor and evaluate student progress academically and behaviorally
- Assess and evaluate volunteer performance and development

Fundraising & Development (10%)

- Assist with managing fundraising initiatives for program-related events, fieldtrips and projects

Qualifications

Bachelors degree required; degree in field of social work or teacher education preferred

At least 2-3 years minimum experience working in an educational environment preferred; leading, teaching or coordinating a youth program and/or classroom. Prior experience working with diverse populations preferred. Prior management experience preferred.

Candidate should be able to illustrate strength in the following areas:

Written and verbal communication skills, critical reasoning and analytical skills, organization and time management

Candidates should be creative thinkers, passionate about youth, culturally responsive, show initiative and be adaptive to the work and program environment

Other information (i.e. personal background, characteristics, professional certification/endorsements) will be taken into consideration

Working conditions

In addition to normal working hours, this position requires you to work outside of normal work hours during evenings and sometimes weekends for program related events/functions. Will travel to and from program location and various meetings within 25 mile radius of program main office.

Please submit resume and cover letter to Emmanuel Jones at ejones@mentor2youth.com