



LAKE COUNTY EDUCATION SERVICE DISTRICT

357 North L Street

Lakeview, OR 97630

Lane Stratton, Superintendent

Phone: 541.947.3371 / 800.997.2361

Fax: 541.947.3373

www.lakeesd.k12.or.us



YOUTH MENTOR PROGRAM PROGRAM DIRECTOR

Job Closes: May 1, 2025

Interviews May 5, 2025

Position Summary

The mission of the Lake County Youth Mentor Program is to empower youth to succeed academically, socially, and developmentally by making positive choices to maximize their potential. The Program Director oversees the development and implementation of the youth mentor program which matches adult volunteers and youth. The director will strive toward developing a quality program through recruitment, promotion, training and design, community connections, matching, monitoring, and evaluating.

Qualifications

- Associates Degree
- Valid driver's license
- One year of administrative experience
- Experience in grant writing
- Experience with developing and maintaining budgets
- Capability to organize and execute fundraising activities and implement team mentoring activities
- Ability to work a flexible schedule to meet the needs of the program
- Successful completion of a criminal background and drug test

Personal Qualities

- Aptitude to perform assigned responsibilities
- Ability to maintain a high level of confidentiality
- Collaborative approach and customer service ethic in interactions with staff, school personnel, and the public
- Ability to work independently with strong organization and coordination skills
- Ability to manage multiple tasks with overlapping deadlines
- Ability to produce accurate, timely, and quality work, and hold self-accountable for meeting objectives
- Ability to understand, and a willingness to commit to, agency mission, goals, and services

Responsibilities include but not limited to

- Write grants to support and maintain program
- Develop and maintain program budget
- Recruit, train and supervise volunteers
- Supervise students enrolled in the program
- Supervise staff

- Oversee special projects to include fundraising activities and quarterly activities for the program
- Oversee monthly mentoring activities for Lake County students in conjunction with school faculty and administrators
- Implement work tasks outlined in the program grants, including collection of data for required reports
- Prepare and maintain confidential records and reports
- Maintain program database and social media presence
- Oversee advertising campaigns
- Attend workshops, training sessions, and meetings as applicable to job duties
- Meet with various agencies and individuals away from the office
- Conduct monthly board meetings

SUPERVISOR

Lake County Education Service District Superintendent

SALARY AND WORK YEAR

\$26.30 -\$30.67 per hour DOE

37.5 hours per week

43 work week year / 215 Contract Days

Public Employees Retirement System (PERS) paid by program

Position contingent upon grant funds

EVALUATION

Evaluation based on job description, agency goals, and personal professional development goals and conducted according to adopted Board policies, state laws, and regulations.