

LAKE COUNTY EDUCATION SERVICE DISTRICT
JOB DESCRIPTION
YOUTH MENTOR PROGRAM
COORDINATOR

THE MISSION OF THE LAKE COUNTY YOUTH MENTOR PROGRAM IS CONNECTING YOUTH WITH CARING ADULT MENTORS TO ENHANCE BOTH ACADEMIC AND PERSONAL ACHIEVEMENT.

QUALIFICATIONS

- high school diploma or equivalent
- valid driver's license
- two years or more of office experience
- knowledgeable about office procedures including, but not limited to, the handling of correspondence, files, records, telephone procedures, copy machines, desktop computers, staff & office calendars
- able to communicate effectively both verbally and in writing with a variety of individuals & organizations
- ability to utilize social media
- ability to use Microsoft software
- experience working with youth
- ability to organize and execute fundraising activities
- one year or more of marketing/advertising experience
- ability to work a flexible schedule to meet the needs of the program
- must be able to pass a drug test & background check

PERSONAL ASSETS

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

RESPONSIBILITIES, UNDER THE SUPERVISION OF THE DIRECTOR, INCLUDE, BUT NOT LIMITED TO

- develop and implement fundraising activities
- develop and implement advertising campaigns within budget
- order supplies for program activities
- develop and implement quarterly activities for the one-on-one program
- maintain social media presence, including thanking sponsors according to the sponsor level
- record LCYMP board meeting minutes
- assist with recruiting and training mentors
- assist with managing students enrolled in the program including quarterly interviews
- assist with collecting mentor information
- assist the director in implementing work tasks outlined in the program grants, including collection of data for required reports
- assist with the preparation and maintenance of confidential records & reports
- conduct mentor background checks
- attend workshops, training sessions, and meetings as applicable to job duties
- facilitate group activities such as Girl Talk, Boys Club & Team Mentoring

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SUPERVISOR

- Youth Mentor Program Director

SALARY AND WORK YEAR

- \$17.64 – \$22.47 per hour based upon qualifications, experience & grant funding
- 20 hours per week, may be eligible for 25-30 hours depending on experience & grant funding
- Benefits include contribution toward medical, dental & vision coverage. As well as sick leave, personal leave & paid holidays
- Public Employees Retirement System (PERS) paid by program

EVALUATION

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

Lake County Education Service District practices equal employment opportunity and treatment regardless of race, national origin, religion, sex, age, marital or parental status and disability if the disability does not preclude performance of bona fide requirements of the position with or without reasonable accommodation. This ESD considers the use or abuse of drugs or alcohol on the job by employees to be an unsafe and detrimental work practice.