

MENTORING PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, oversight and administration of a student mentoring program with a goal toward improving both academic performance and social behavior. The incumbent is responsible for recruiting, interviewing and training student and adult volunteers and monitoring their performance. Work is performed under the general supervision of the School Superintendent or a higher level administrator. A Mentoring Program Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and implements learning program activities with a goal toward improving the academic performance and social interactions of program participants;
- Evaluates volunteer strengths and program participants needs, partnering volunteers strengths with the needs of participants;
- Conducts learning related activities such as study classes , reading activities, environmental projects, art and craft sessions, etc;
- Schedules and monitor's mentoring sessions between volunteers and students;
- Meets with an advisory committee reporting on activities and progress;
- Collaborates with Teachers to ensure adequate, and appropriate, intervention services are appropriate for program participants;
- Evaluates programs and activities and conducts a needs assessment of program area by monitoring participation and gathering feedback from Teachers, volunteers and students;
- Plans and conducts training for volunteers;
- Reviews grant expenditures, revenues, and purchases to ensure appropriateness;
- Compiles a variety of records and reports as required, including student participation and progress reports;
- May attend training sessions for purposes of enhancing and improving program services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the policies, procedures, rules and regulations of the school based mentoring program; good knowledge of the underlying principles of student development and growth; good knowledge of the typical problems and needs of students; good knowledge of educational resources available for students; ability to plan, organize, coordinate, administer and evaluate the effectiveness of student mentoring programs and plans; ability to establish and maintain effective relationships with students, teachers and volunteers; ability to plan and supervise the activities of others; ability to plan and conduct training; ability to establish rapport with students; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in sociology, psychology, social work, counseling, public administration, education, recreation or closely related field; or
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree including 19 credit

hours in the degree fields in (a) and two (2) years experience working in youth, recreation, youth development, character building, delinquency prevention or closely related field: or

- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed in (b) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/19/09