



Council on Adolescents Job Description

Title: ***Mentoring Program Coordinator***
Report To: Executive Director
Salary: Based on experience (Minimum \$17/hour)
Hours: 40 hours/week
Purpose: To coordinate the Lunch Buddy Mentoring Program and Graduation Coach Program in all middle schools and multiple elementary and high schools across Catawba County.

Qualifications:

- A bachelor's degree in health education, human services, or a related field preferred or equivalent of five or more years experience in community health or public speaking
- Excellent writing and communication skills
- Volunteer management experience preferred
- Must interact well with diverse populations, particularly adolescents and adults
- Be willing to take initiative and be innovative with projects
- Must be organized, detail-oriented, and comfortable with public speaking
- Must be able to coordinate multiple programs and multi-task
- Social media and advertising skills preferred
- Must be a "team player" but able to work independently
- Must have excellent Microsoft Excel skills

Responsibilities:

- Recruit and retain a minimum of 85 community volunteers to serve as lunch buddy mentors.
- Effectively present to multiple businesses and community, church, and civic groups to promote the mentoring program and recruit mentors.
- Maintain existing Lunch Buddy Mentoring Programs at current elementary schools, all nine middle schools and expand the program to serve additional Catawba County elementary schools.
- Maintain current Graduation Coach Program at two high schools and expand the program to serve additional high schools.
- Collaborate with school contacts to effectively coordinate, manage, and maintain programs at each school.
- Coordinate all mentoring initiatives led by the agency.



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- Collaborate with appropriate agencies and individuals to implement programs.
- Assist with United Way speaking engagements, lunches, and fairs when necessary.
- Serve as the liaison between mentors, students, parents, and schools.
- Assist the Executive Director with specific programs where a team approach is needed.
- Plan and implement special events/programs, particularly parent engagement events held throughout the school year.
- Collaborate with other staff to effectively implement agency programs.
- Evaluate programs through tracking data through schools bi-annually and reporting results to the Executive Director.
- Attend workshops to remain current and updated in the field and professional areas.
- Assist with the development of a yearly strategic plan of goals and objectives.
- Assist with promoting special programs and events to the community.
- Perform other duties as necessary, as assigned by the Executive Director.

Salary is commensurate with experience.

Application:

Please send a cover letter and resume to:
Council on Adolescents of Catawba County
Attn: Ms. Jordan Ledford
1120 Fairgrove Church Road SE, Suite 22
Hickory, NC 28602

OR

Email: JLedford@coacatawba.org