

Title	Mentor Program Coordinator & Team
Responsible to	President/CEO
Responsibilities	Supervise mentor/mentee pairs to ensure frequency and effectiveness of contact Coordinate mentor contact reports Act as liaison/point of contact for parents Assist in designing, scheduling, and implementing mentor training Screen potential mentors Provide resource material to mentors and families Work with President/CEO in developing SHINE Mentor/Mentee Parent events
Minimum Qualifications	Experience working with teens Knowledge of adolescent development. Ability to work cooperatively with others. Ability to write clearly. Knowledge of family and community resources. Excellent organizational skills. Skilled in program management.
Time Commitment	5 hours/week; Flexible
Benefits	Annual recognition
Contact:	Call (248) 469-3505 or email releaserefreshWES@gmail.com