



Youth and Family Center
of McHenry County

Parent Mentor Coordinator

As a Parent Mentor Coordinator you will coordinate YFC's adult education programming and manage YFC's new Parent Mentor Initiative in collaboration with the Parent Engagement Institute.

You will recruit, mentor, train and supervise a cohort of 8 parent mentors primarily in under-resourced classrooms, to assist teachers in instruction and to improve the student:adult ratio. In addition, Parent mentors build the relationships to navigate the school system successfully and strengthen skills they need to support their children throughout school. In turn parent mentors become community leaders and share their skills and knowledge with neighbors. At its roots, a Parent Mentor Program is a collaborative effort between Youth and Family Center of McHenry County and McHenry School District 15 to increase parent engagement and leadership.

As YFC's Parent Engagement Coordinator you will report directly to the YFC's Parent Mentor Organizer and Executive Director. You will also work with other YFC programs to ensure quality programming for our community. See below for more information:

Background & Experience

- Bilingual in English and Spanish
- Required Associate's Degree, Bachelor's Degree Preferred

Job Responsibilities & Expectations

- Recruit, mentor, train and supervise cohort of 8 parent mentors as well as parent volunteers to participate in adult programming
- Support, motivate, and build leadership and unity in the parent mentor cohort
- Participate in the weeklong train-the-trainers and monthly statewide Parent Mentor Program meetings as needed
- Maintain parent mentor files
- Engage parent mentors in leadership development opportunities both inside the school and in the community
- Co-lead the initial parent mentor training
- Check in on classrooms to make sure the parent mentor role is being respected and will notify the Parent Mentor organizer if a problem arises
- Approve parent mentor timesheets and monitor classroom activity
- Plan weekly workshops in collaboration with PMP organizers and school staff
- Ensure and collect surveys, school data, check requests, timesheets, and other documents from parent mentors and teachers
- Build relationships with all YFC staff and school administration, teachers, and parents in order to be an effective liaison between the YFC and School District 15
- Coordinate and facilitate other adult programs/events
- Work with program staff to maintain and initiate new community collaborations
- Enter and manage data, program surveys to determine program development, customer satisfaction and program progress
- Report program updates, complete monthly reports and submit to Executive Director
- Assist the Executive Director in maintaining community partnerships
- Remain flexible to the needs of the program and organization

Skills & Specifications

- Detail-oriented with excellent organizational skills
- Teamplayer and still able to work independently
- Ability to manage several tasks simultaneously and independently, and to see them through to completion within time constraints
- Commitment and respect for diversity
- Accepting and knowledgeable of community needs
- Commitment to the organization's mission and goals
- Knowledge of McHenry County community agencies and resources
- Ability to demonstrate interactive skills with diverse population
- Ability to work in different community settings; schools, office, out in the community
- Flexible schedule

Job Type: Part-Time, 25 hour/week position

Salary: \$17-18/hour. Besides a competitive starting rate, we offer employees paid vacation, sick days, and holidays. Position also includes paid training with the Executive Director. These benefits also include a monthly health stipend.