

STUDENT MENTOR LIAISON

Purpose Statement

The job of Student Mentor Liaison was established for the purpose/s of providing a mentor program for students with responsibilities including training; identifying and matching mentors with mentees; facilitating administrative processes; providing information on services available to eligible students and families; and referring families to other agencies (e.g. Mercer House).

This job reports to SSSH Grant Coordinator

Essential Functions

- Acts as a liaison between the school district, parents/students, and local agencies (e.g. Mercer House) for the purpose of facilitating access to resources.
- Assists in organizing and implementing group activities and events for the purpose of providing events for group.
- Assists with data collection for the purpose of submitting monthly reports to the Program Facilitator.
- Assists with participant screening and training for the purpose of matching mentors with mentees.
- Assists with the ongoing mentor recruitment plan (e.g. annual recruitment plans, quarterly activity plans, etc.) for the purpose of developing and distributing program marketing materials, presenting information to targeted organizations, and ensuring a presence at key community events.
- Assists with the orientation process for the purpose of ensuring the provision of excellent public relations and customer service to all stakeholders.
- Attends a variety of trainings for the purpose of increasing knowledge of mentoring programs and methods and implementation of best practices.
- Develops and manages relationships with assigned mentors, their matched students, students' guardian(s,) and classroom teacher (s) for the purpose of providing an avenue of communication that fosters healthy and professional relationships among all stakeholders.
- Maintains a variety of confidential and non-confidential manual and electronic data and records (e.g. daily log of activities, program participation, progress, referrals, etc.) for the purpose of providing required information and/or documentation in accordance with District program goals and objectives.
- Orients students, families and volunteers for the purpose of establishing familiarity with the program, related services, and required processes.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines.
- Prepares a variety of data and written materials (e.g. documents, reports, memos, letters, etc.) for the purpose of conveying information to parents and staff, providing written support, and developing recommendations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: extremely strong organizational, writing, verbal, and interpersonal skills. Creativity and flexibility are essential in assuming significant responsibility.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: two years of experience in mentoring and case management; experience working in racially, ethnically, and socio-economically diverse urban communities is preferred; and Spanish speaking and writing skills are strongly preferred.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: one year of experience in youth development, volunteer coordination, and working with at-risk youth.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

2/15/2008

Salary Grade

Classified 48

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____