



YOUTH MENTOR PROGRAM COORDINATOR JOB DESCRIPTION

Job Title: Youth Mentor Program Coordinator Job Code: YMC100
Pay Grade: 122 Effective Date: October 2022
FLSA: Non-Exempt Revision Date: October 2022

NATURE OF WORK

Under general supervision of the Probation Manager, coordinates and performs a variety of program functions on behalf of the Lewis County Juvenile Court; establish, implement and coordinate the Youth Mentoring Program; provides administrative support to the Mentorship Advisory Board; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages and coordinates the day-to-day activities of the County’s Youth Mentor Program.
- Recruits and maintains a qualified pool of Mentor volunteers; attends public events, service club meetings, senior center events, and/or other public functions to promote volunteer opportunities; screens candidate applications.
- Schedules, coordinates, and provides training to new and current Mentor volunteers; ensures volunteers maintain necessary training requirements.
- Provides support to Mentor volunteers; debriefs and provides ways to encourage or problem solve situations.
- Implements and maintains evidence-based standards of the youth mentorship program.
- Attends necessary Probation In-service meetings and staff meetings.
- Plans and coordinates pro-social outings with Probation; ensuring youth and mentors are provided opportunities to participate in pro-social activities.
- Assesses Mentees and assigns to appropriate Mentor.
- Develop and maintain appropriate information and referral sources and networks with both government and non-government agencies.
- Monitors the involvement of Mentor volunteers including county sanctioned events and non-county sanctioned events and compliance with program policies and procedures.
- Manage data collection and ensure it is collected and entered regularly into appropriate computer systems; collation and extensive/comprehension of client data entry and reporting.
- Provides administrative support to the Mentorship Advisory Board; schedules meetings and notifies Board members; prepares and distributes meeting agendas and minutes; recruits new Board members.
- Liaises and coordinates with assigned Juvenile Court staff.
- Compiles data; prepares and maintains a variety of program records, reports, and documentation.
- Conducts Mentor Meetings; may serve as a professional guest speaker.
- Establishes and maintains working relationships with other County agencies and relevant stakeholders.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in and around court facilities; subject to sitting and standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 35 pounds; occasional exposure to potentially combative behaviors.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Social Science or a related field; AND three (3) years of experience working in a court/legal, school, or child welfare environment, with two (2) years of experience supervising volunteers preferred. OR an Associate Degree AND five (5) years of experience in court/legal, school, or child welfare environment with two (2) years of experience supervising volunteers preferred.

A valid Washington Driver's License is required. Must successfully complete a criminal history background investigation.

Mentor coordinator training and other related training and/or certification may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Juvenile Court operations, policies, and procedures.
- Youth Mentor programs and standards of operation.
- Regulations governing Youth Mentor program activities.
- Supervisory principles, practices, and methods.

Skills in:

- Coordinating and overseeing the County's Youth Mentor program.
- Recruiting, training, evaluating, and providing support to program volunteers.
- Monitoring and ensuring the delivery of high quality program services to youth.
- Liaising with outside agencies regarding program/case related matters.
- Providing staff support to the Youth Mentor Advisory Board.
- Establishing and maintaining effective working relationships with volunteers, social workers, attorneys, court personnel, juvenile probation/detention personnel, care providers, and outside agencies.
- Communicating effectively verbally and in writing.