

JOB TITLE: Mentor Program Specialist

GRADE LEVEL/TERMS OF EMPLOYMENT: Grade 123/ twelve-month (260 days) contract position with excellent benefits

FLSA STATUS: Exempt

WORK LOCATION: Richmond Public Schools (RPS) Division Central Office

IMMEDIATE SUPERVISOR: Coordinator, Family and Community Engagement

GENERAL DESCRIPTION: The Mentor Program Specialist develops, implements, and monitors the progress of all aspects of the division's youth mentoring initiatives and programs. These programs include but are not limited to matching adult-male mentors of color with male youth of color in one-to-one mentoring relationships, matching adult-female mentors of color with female youth of color in one-to-one mentoring relationships, and creating mentoring opportunities specifically aligned to the division's literacy goals. The Mentor Program Specialist performs all tasks related to recruiting, screening, mentor/mentee matching, mentor training, and monitoring of program implementation. The Mentor Program Specialist ensures program quality by identifying success metrics, tracking progress made towards accomplishing established targets and goals, and adjusting programs accordingly.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides programmatic leadership to the Office of Engagement's mentorship initiatives;
- Develops, implements, and monitors the progress of all aspects of RPS youth mentoring initiatives and programs;
- Oversees participants' recruitment, screening, training, matching, support, supervision, and recognition, activities;
- Attends regional/national conferences to increase knowledge of best practices in mentoring programs;
- Completes other duties and activities as needed.

QUALIFICATIONS:

- Bachelor's degree in counseling, social work, behavioral science or a related field is required. A Master's degree is preferred;
- Two or more years of experience in mentoring and youth development, working within community organizations and/or schools preferred;
- Demonstrated knowledge of mentoring program policies and procedures;
- Strong organization, communication (oral and written), and interpersonal skills;
- Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred;
- Experience with school, family and community planning activities and programs;
- Demonstrates understanding and sensitivity for the diverse cultural, ethnic, and socio-economic background of RPS families;
- Strong computer skills including proficiency with Microsoft Office Suite and Google applications.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels and visual acuity for preparing and analyzing written or computer data.