



JOB DESCRIPTION

Job Title: Group Mentoring Specialist

Reports To: Executive Director

Salary: \$35,000/annually

FLSA Status: Full Time - Exempt

Date Position is Available: Immediately

Work Schedule: 9:00am-5:00pm; some late afternoon/early evening hours may apply. Weekend work as needed to fulfill requirements of position. A flex schedule applies when weekend and late afternoon/evening hours are worked.

Job Summary: Group mentoring and public relations coordinator.

Essential Functions & Skills:

- Plan and implement marketing strategies in support of group mentoring activities.
- Social Media Campaign Strategy & Development
- Create marketing materials, manage agency website.
- Supervise Group Mentors & Volunteers and manage schedules and activities.
- Arrange and monitor off-site programs and agreements.
- Identify, implement and coordinate a variety of recruitment methods to increase the number of mentors for Youth Guidance. Recruitment efforts will include outreach in the community.
- Work closely with Special Events Coordinator to ensure timely promotion of events
- Coordinate all mentor interaction and provide training.
- Refer candidates for one-to-one mentoring services.
- Implement sophisticated data base initiatives to maintain group and mentoring activities outcome data.
- Speak at service clubs, civic organizations and other venues to promote the Mentoring Academy and recruit mentors.
- Assist program staff with group activities
- Attend community relations events and fundraisers as needed.
- Plan and implement mentor recognition strategies.

Core Competencies:

Must be highly literate in computer operations, office and publishing software.
Skilled in public speaking and making presentations
Polished professional demeanor.
Ability to work with families from diverse backgrounds and circumstances in a fair and non-judgmental manner.
Understand and recognize symptoms of child abuse and neglect and the reporting requirements of Florida law, as a mandated reporter.
Ability to utilize a database program for the management of information.

Physical and Environmental Conditions:

Both office and field work are required for this position.
Ability to use vehicle for travel to and participate in activities and events.
Ability to regularly lift and/or move up to 25 pounds.

Minimum Requirements:

Bachelor’s Degree; can substitute years of experience for education (minimum AA/AS)
Volunteer recruitment experience
Microsoft Office Suite Expertise
Valid Florida driver’s license, proof of insurance and reliable transportation.

Applicant/Employee Statement:

I have read and understand the responsibilities of this job. I have also had the opportunity to ask questions regarding this position and have received a copy of this job description. I understand that Youth Guidance may change this job description at any time.

I require a reasonable accommodation to complete this job: Yes or No (circle one)

If yes, the reasonable accommodation is: _____
_____.

Applicant/Employee Signature

Date

Authorized Youth Guidance Representative

Date