



ALL IN MENTORING MATCH COORDINATOR JOB DESCRIPTION

General Job Information	
Title:	Match Coordinator
Reports To:	Executive Director
Application Method:	Send resume and cover letter to director@allinmentoring.org
Hours:	15-20 hours per week
Compensation:	\$17 per hour

Position Summary:

This position involves recruiting, interviewing, training and screening adult volunteers and matching them one to one with youth. Responsibilities also include screening youth/families, providing followup support once each match is made, facilitating mentor training, and planning and implementing activities for matches.

Examples of Duties for Match Coordinator:

- Coordinate and facilitate match meetings.
- Manage a caseload of youth/adult matches and make scheduled contact with mentors and mentees.
- Complete necessary paperwork and database entries.
- Communicate effectively with school personnel, families, referral agencies and other organizations on behalf of the agency.
- Assist in other programmatic functions as required, such as special events or fundraisers, to support the program.
- Communicate with volunteers and mentees/families regarding activities, workshops, etc.
- Provide information and refer resources to mentees and/or families in need of additional support or services.

- Develop new community recreation sponsors to provide free/discount passes for community-based matches.

Education

Preferred bachelor's/associate's degree or working towards a degree in human services, education, social work, or related field. A combination of equivalent experience and training may also be accepted.

Experience

Experience working or volunteering with children and families is preferred.

Skills and Competencies

- Strong interpersonal skills
- Excellent oral and written communication skills
- Experience working with and openness to embracing new information technology tools
- Organizational skills
- Self-motivated
- Pass a criminal background check prior to hire and every 2 years thereafter
- Must possess a valid driver's license and reliable transportation
- Proficiency in Microsoft Office and ability to work in an online data management system

Other details

- 15-20 hours per week; flexible schedule.
- \$17.00 per hour
- Job may require meeting with children at schools in the area and working at the program office. Some tasks may be completed from home.