



The role of YMI Campus Coordinator is to be the face of YMI within the school buildings that offer YMI Mentoring; Campus Coordinators provide critical support to school staff, mentees, guardians and mentors so mentoring relationships may develop and thrive.

### **Essential Functions:**

- \* Facilitate and coordinate logistics of weekly mentoring
  - Set, maintain and communicate weekly mentoring schedule to all match stakeholders
  - Provide necessary tools and space for matches to meet, either in person or virtually
  - Track and record mentoring meetings in mentoring software
- \* Oversee onboarding and matching process that builds a firm foundation for effective and safe mentoring
  - Collaborate with school staff and guardians for completion of onboarding documents
  - Meet with new mentees for completion of student application, program overview and expectations
  - Assist Program Director with quality matching
- \* Monitor and support matches for optimal youth safety and outcomes
  - Engage new match stakeholders through email introductions/ meetings, building/technology orientation
  - Regularly check-in with mentors, mentees and guardians to assess relationship quality; provide any needed resources, tools and/ or referrals
  - Provide ongoing training to mentors by equipping them with tools for match success; mentor toolboxes, goal sheets, game boxes or evidence based support materials
- \* Engage in opportunities for professional development, program sustainability and desired outcomes
  - Attend weekly staff meetings, Exec Director one-on-one meetings, other meetings as needed
  - Participate in YMI and Community Events for awareness, fundraising and collaboration
  - Assist in developing and improving policies, procedures and programming
  - Support mentor recruiting efforts and program awareness

### **Qualifications:**

- ✓ Bachelors Degree in youth development, child psychology, education, social work, or related field.
- ✓ Organized, efficient and innovative in time management; minimal supervision
- ✓ Ability to learn and master new technologies in office and on the go
- ✓ Contribute to existing team culture of growth mindset, empathy, compassion and servant leadership
- ✓ Ability to preserve confidential and sensitive information
- ✓ Must be able to provide transportation throughout school district

### **Work Environment:**

Flexibility in schedule to accommodate busy seasons; occasional night and weekend events; Remote and physical office space; General office hours Monday - Friday, 8:00am- 3:00pm. Specific hours determined by mentoring schedule. Reduced work schedule during school holidays and breaks. A minimum of 2 weeks off will be provided during Hamilton Southeastern Schools summer break. Specific dates to be determined by Executive Director each year. Must maintain any background clearance processes required by school policy.

*Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not to be an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Continued employment remains on an "at-will" basis.*