

## **MENTORING COORDINATOR**

### **DEFINITION**

Under supervision, to coordinate the FNL Mentoring Program and assist in Alcohol and Other Drug Prevention Education activities in the four high schools of Plumas County.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents will provide a variety of services as related to the Friday Night Live Mentoring grant program; to include coordinating Mentor Advisors, youth mentors and protégés at each of the four high schools, and a secondary focus in substance abuse prevention activities.

### **REPORTS TO**

Such County Staff as designated.

### **CLASSIFICATION DIRECTLY SUPERVISED**

None.

## **MENTOR COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Under supervision, responsible for the coordination of the FNL Mentor Project as outlined in the Grant Award Agreement with the California FNL Partnership.
- Identify and contact organizations and school sites to promote and coordinate the mentoring of 7<sup>th</sup> and 8<sup>th</sup> grade students by 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students.
- Participate in the selection and training of mentors and protégés at the four high schools.
- Participate in District and County Office of Education meetings necessary to facilitate the project.
- Organize and conduct mentoring and substance abuse prevention activities with the school site (teacher) advisors.
- Coordinate the selection and training of protégés referrals.
- Serves as a liaison with schools, community based organizations and others to provide mentoring and substance abuse prevention and related services.
- May attend statewide meetings and/or conferences.
- Use a personal computer and other high-tech audiovisual equipment for the performance of job duties.
- Prepare correspondence and reports.
- Participate on process evaluation and reporting.
- Perform other job related duties as required.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 100 pounds with assistance as necessary; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and fax.

### **TYPICAL WORKING CONDITIONS**

Work usually performed in an office environment; may spend considerable time in the field; in and out of County travel required; continuous contact with staff and public.

## **MENTOR COORDINATOR – 3**

### **KNOWLEDGE OF**

- Current methods and developments in mentoring and substance abuse prevention fields.
- Risk Factors, Friday Night Live, Club Live, and effects of substance abuse by youth.
- Child and adolescent development.
- Organizations, resources and programs within the community that share common goals.
- Group dynamics and human behavior.
- Research methods.
- Marketing concepts and techniques.

### **ABILITY TO**

- Present ideas effectively both orally and in writing.
- Work effectively with youth.
- Establish and maintain effective working relationships with representatives from other service providers, government agencies and the general public.
- Keep accurate records and prepare clear, concise and comprehensive reports.

### **TRAINING AND EXPERIENCE**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year experience with a school based prevention program, or  
Prior experience as a mentor in a high school based mentor program, or  
Any related experience working with a youth based program.

Applicants are required to pass an extensive background investigation and be fingerprinted. Disqualification for felony, misdemeanor and traffic offenses will be assessed on a cases-by-case basis.

Applicants must have the ability to work nights and weekends and travel to locations outside the regular office to perform job duties.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license at time of application and possession of a valid California Drivers License by time of appointment. The California Drivers License must be maintained throughout employment.