

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 7th and 8th grade students by 10th, 11th, and 12th 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.