

the canby center
el centro de canby



Growing Together Youth Mentoring Coordinator



Youth Mentoring Program
"Growing Together"



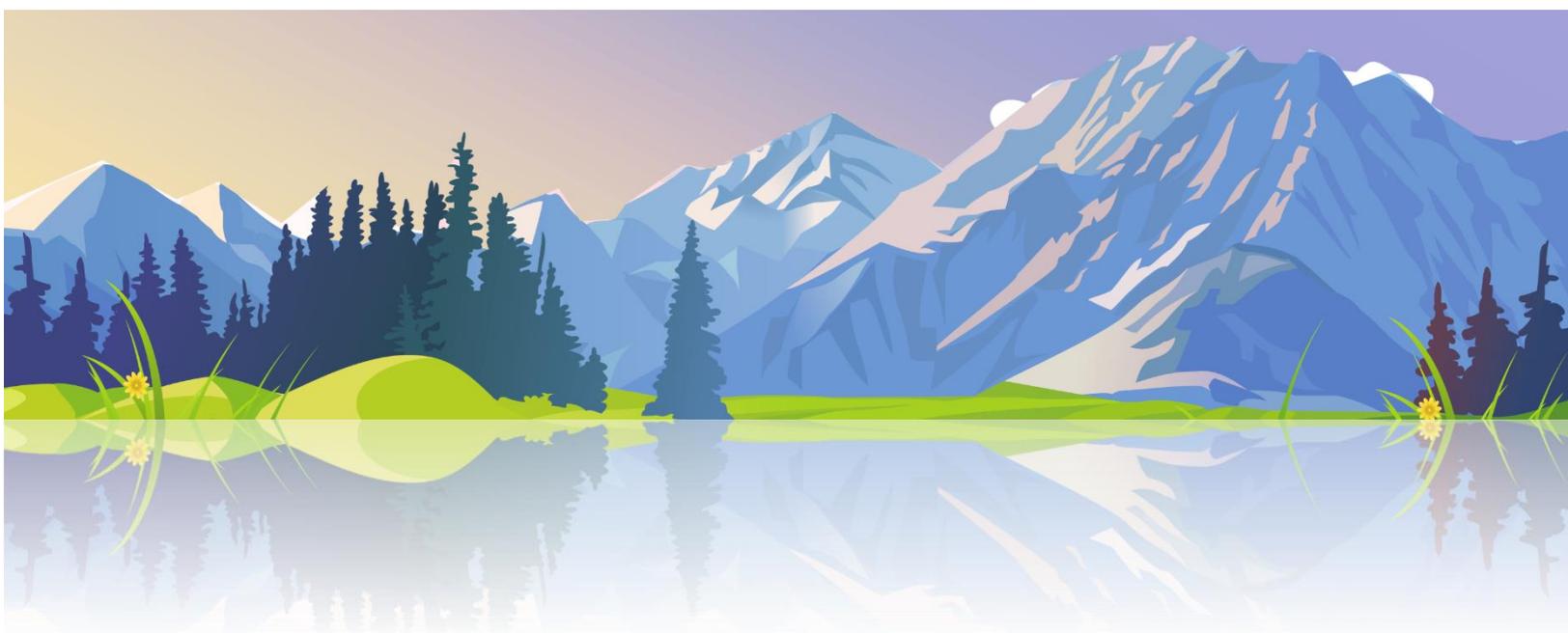
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*In God's love, we renew dignity and
inspire learning for youth and families.*

Established in 2008, The Canby Center is a unique faith-based Christ-centered social services organization making an extraordinary difference. We believe that people thrive as their human needs are satisfied and they acquire life-skills within a community of caring relationships. Every person is loved by God and is a vital part of this community. Here people deepen their faith, increase their sense of purpose, and grow in generosity. We support people in discovering their value, renewing dignity where it has eroded, and inspiring them toward a future filled with hope.

We hope you will consider joining our team of compassionate and focused servant leaders.





Position Title: Growing Together Youth Mentoring Coordinator

Reports To: Director of Programs

Classification: Non-Exempt, Full Time

Range: \$18.00-\$20.00/hour

To apply, please submit a cover letter and resume to
Employmentp@thecanbycenter.org

Position Summary: This position is responsible for implementation, planning, directing and overseeing the operations and success of the program. The Youth Mentoring Coordinator works for The Canby Center and collaborates closely with the Canby School District. This position is a key member of the program team. The ideal candidate will be a responsible, focused individual, with outstanding organizational skills and a high level of effectiveness with, experience in, and knowledge of serving youth and families.

Leadership:

- Establish vision for the program
- Build and cultivate strong relationships with Canby School District and other organizations
- Assume full accountability for day-to-day operations of the program

Development/Promoting the Program:

- Create mentoring recruiting material (flyers, Facebook, website, etc.)
- Update families, volunteers, school staff, TCC staff and board regarding current highlights of the program
- Coordinate with Development department on fundraising for program

Volunteer Management:

- Recruit, train, and schedule mentors
- Provide on-going coaching as needed to empower and retain mentors
- Resolve any volunteer challenges in a professional and timely manner
- Create a training manual for mentors
- Volunteer appreciation event

Program Operations/Project Management:

- Develop ongoing curriculum as program grows to other grade levels
- Create systems for streamlining processes to build efficiency
- Identify methods for measuring progress towards program goals once established
- Plan and coordinate multiple events through the year (Orientations for mentors, connect with schools and end of the year celebration)
- Seek and pursue opportunities for program expansion
- Report monthly to Senior Program Manager (during months of operation) on number of mentors and number of students served
- Gather feedback (surveys, etc.) from multiple sources (students, families, volunteers, school administrators) in order to evaluate the program
- Analyze feedback and make adjustments as necessary
- Create a family notebook in order for families to accumulate material in order for them to refer back to as the year progresses
- Translate curriculum into Spanish from English as needed
- Develop and maintain partnerships

Other TCC Responsibilities:

- Participate in special events related to TCC (fundraising events, etc.)
- Summer time events (school supply distribution, kid's camp, etc.)

Qualifications:

- Bachelor's degree preferred
- Must be Bilingual (English & Spanish)
- Experience in Educational setting preferred
- Experience in youth and families in crisis preferred
- Strong public speaking skills
- At least 2 years' experience with management of volunteers preferred
- Work well with a diverse group of people
- Very relational and strong people skills
- Motivated, well organized, and a creative problem solver
- Strong group leadership skills
- Personable communicator and service oriented
- Positive, reliable, and efficient
- Some database experience a plus
- Access to a vehicle and possession of a valid driver's license

Benefits to You:

- Opportunity to make a significant, long-term impact for youth and families
- Experience the joy in using your skills for Kingdom work
- Full time with flexible hours
- Work from home opportunities
- 80 hours of vacation annually after first 6 months of employment
- 5 paid Holidays per year
- 40 hours of sick time annually
- \$6000 Health Reimbursement account (HRA) annually after 90 days
- Simple IRA 3% 1:1 (after 1 year)
- Possible cell phone reimbursement

Work Environment:

The Growing Together Youth Mentoring Coordinator works a standard workweek with some evening/weekend events. Local travel is required. The workspace may be a combination of Canby School District, The Canby Center, or/and at home. Must be able to lift 40 pounds.

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith-based nonprofit, and that employees, by the pattern of their lives serve as role models to our participants, the job descriptions for all employment positions at The Canby Center contain the following statement relating to required personal qualities.

General Employment Requirements:

- The employee will have received Jesus Christ as his/her personal savior, John 1:12
- The employee will be in agreement with The Canby Center's doctrinal statement
- The employee will believe that the Bible is God's word and standard for faith and daily living, II Timothy 3:16-17
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for morality and sexual conduct, I Timothy 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in an Evangelical church