



## Mentor Tutor Connection

Helping students achieve their potential and thrive

**Job Title:** Mentor Program Manager - 15 hours/week; 40-week year  
**Reports to:** Director of Programs

### Position Description

The Mentor Program Manager makes and maintains matches between students who are eligible and qualified for MTC's program with volunteers who have been approved through MTC's mentor screening processes.

### Values

- Present a positive face of MTC to all constituents
- Engage with other MTC program managers and staff as valued member of a small team
- Promote the visibility of MTC & its mission to schools and community
- Efficiently conduct MTC operations to maximize scarce resources
- Embrace continuous improvement goals with an eye on quality and increasing MTC's impact
- Be respectful "tenant" on school campus

### Major Responsibilities

#### Mentees

Recruit, interview, screen and enroll students to be mentored through MTC

- Recruit students by making presentations to support classes (AVID and skills development classes), and through referrals from Case Manager, Administrators, CHAC counselors, teachers, secretary, counselors, parents
- Interact with school staff to determine student suitability for program
- Interview students, fill out mentee interview form, get signed permission form and photo release from parents
- Administer MTC survey instrument(s)

#### Mentors

Interview and train MTC-approved volunteer mentors

- Interview prospective mentors to understand interests to enable a good match
- Ensure that mentors attend training

#### Matches

Make and support matches between mentors and mentees

- Match mentors one-to-one with mentees with best "fit" in mind, in a timely manner
- Facilitate introductory meeting

- Provide follow up communication, training, support and problem solving to mentors and mentees throughout relationship

#### Other MTC Program Support

- Administer surveys to document and measure program results
- Maintain database to collect mentor and mentee information on a timely basis and provide status summaries as requested
- Attend MPM, Programs Committee, and one-on-one meetings
- Participate in training and recruiting events as needed
- Provide information about mentors and mentees for reports and marketing purposes as requested
- Participate in professional development, if recommended

#### **Job Requirements**

- Excellent interpersonal skills as well as demonstrated ability to interact with and motivate people of all ages
- Excellent organizational skills
- Effective oral and written communications
- Demonstrated ability to work independently and proactively in a flexible, part-time work environment
- Proficient computer skills including email and word processing, and electronic database entry and record keeping
- Ability to speak another language, particularly Spanish, would be helpful but is not required.

#### **Education and Experience**

- Bachelor's degree or equivalent preferred
- Experience in education or volunteering in the school environment is preferred

*MTC is an equal opportunity employer and makes employment decisions based on merit. MTC policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.*