



Mentor Tutor Connection

Helping students achieve their potential and thrive

Announcement of Job Opening Mentor Program Manager Alta Vista High School, Mountain View

Position: Mentor Program Manager
Reports to: Director of Programs
Location: Alta Vista High School, Mountain View

Introduction: Mentor Tutor Connection (MTC) works to enhance the academic, social, and emotional growth of students in the local community by cultivating meaningful connections with adult volunteer mentors and tutors. MTC does this by recruiting, training, and supporting the efforts of our volunteers and by working in partnership with the local Mountain View and Los Altos school districts.

Position: The Mentor Program Manager is a part-time position (15-20 hours per week), hybrid between working at home 30% and on school site 70% of the time. The position follows the school calendar (approx. 40 weeks per year). The MPM will oversee the group program, incorporating enriching projects including but not limited to art, holiday, and service projects, during brunch and lunch a few times a week on campus. The MPM also facilitates a few individual mentor/student matches. On average, the MPM manages 30-35 students per school year.

Responsibilities:

Manage Mentor Placements and Group Program

- Recruit, interview, screen, and enroll students for the MTC mentor program.
- Introduce the program to students at the high school and generate referrals from administrators, school staff, and parents.
- Develop & implement group mentor programming that appeals to students and lends itself to mentoring opportunities.
- Maintain group mentoring space as a welcoming, inclusive environment for AV students. Prepare & supervise group mentoring activities during lunch and after-school on a regular basis. Identify and supervise volunteer mentors to assist with the program.
- With support of DOP & AV staff, assess and evaluate program priorities to best meet needs of students.
- Interview mentors and students to assess their suitability and interests to facilitate optimal matches.
- Match mentors with students appropriately, in a timely manner.
- Conduct training sessions for new mentors and develop continuous training programs throughout the school year.
- Provide follow up communication, programming, training, support, and problem solving to mentors and mentees throughout their relationship.

Program Support

- Conduct surveys to document and assess program outcomes effectively.
- Attend various meetings and events such as staff retreats, field trips, special events, staff meetings, professional development, and trainings throughout the year.
- Provide compelling narratives for marketing purposes, contributing to reports and marketing initiatives.



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Community Relations and Advancing the Program Mission

- Foster positive interactions with all stakeholders – including students, volunteers, school staff, and donors.
- Increase awareness of MTC and its mission within schools and the broader community.
- Conduct MTC operations efficiently to optimize resource utilization.
- Embrace continuous improvement goals to enhance quality and assess impact effectively.

Position Requirements

- Excellent interpersonal skills as well as a demonstrated ability to interact with and motivate people from various age groups, cultures, and backgrounds.
- Excellent organizational, oral, and written communication skills.
- Demonstrated ability to work independently and proactively in a flexible, part-time work environment.
- Proficient computer skills including email and word processing, Google Suite, and database management.

Education and Experience

- Bachelor's degree or equivalent.
- Experience in education or the school environment is preferred.
- Counseling or social services background is a bonus.
- Spanish language proficiency is a bonus.

Conclusion

This job description is intended to convey information essential to understanding the scope of the Mentor Program Manager's position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

Compensation

\$30/hour

To Apply: Please email your resume and cover letter with interest to Jean Ikeda by jean@mentortutorconnection.org by August 30, 2024.

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.