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**JOB DESCRIPTION**

**Job Title: Mentoring-School Based Mentor**

**Department: Mentoring Program**

**Reports To: Mentoring Program Director & School-Based Mentoring Case Manager**

**FLSA Status: Non‑Exempt**

**Salary Range: $16.25/hour PT (Up to 30 hours/week)**

**Driving Requirements: Minimal**

**Management: Non-Supervisory Responsibility**

***JOB SUMMARY:***

This position is directly responsible for working with youth facing challenges and barriers within the school district. This position accepts referrals of youth and initiates contact with them in a school setting while providing support and resources.  The mentor will assess the needs of each referred youth and assist them in learning how to solve the challenges they are facing within the educational system. This position provides supervision & counseling support, conducts service training, helps in case management, and assists in recreational activities, life skills workshops, educational workshops, and fundraising events. This position assists in the supervision of Colorado Mesa University Interns.

***ESSENTIAL JOB FUNCTIONS:***

* Set up initial contacts with the youth, mentor, and parent/guardian
* Work with other agencies to assist in helping youth find resources to help them be successful in their academic careers
* Maintain weekly, or more as needed, contact with the youth on your caseload while providing support and resources for them. Keep appropriate records in all relevant areas of work
* Coordinate with agencies working with youth, other victim services, and other services as needed in Mesa County.
* Facilitates program recreational and life skills activities for youth in the Mentoring program.
* Be available for youth, if needed, outside of regular programming hours
* Administer the Mentoring Effectiveness Index pre-/post-test evaluation questionnaire on all youth. Collect surveys and submit to the Program Director for analysis
* Provide support/assistance to coworkers, including being accessible by cell phone as needed
* Communicate effectively with other staff members and collaborative agencies
* Check phone messages, email, and mailbox daily
* Assist with annual fundraiser(s)
* Participate on boards and committees as needed for the organization
* Attend weekly staff meetings, weekly intern meetings, and monthly mentoring meetings
* Other duties as assigned

***MINIMUM QUALIFICATIONS REQUIRED:***

* Working knowledge of Word, Excel and other Microsoft programs
* Strong organizational skills and attention to detail
* Communication skills via phone, email and in person
* Problem solving and critical thinking skills
* Pass background check that includes motor vehicle, criminal history and child abuse
* Must possess driver’s license and insurance
* Must have the patience to work with at risk youth
* Willing to participate in program activities
* Mandatory reporter of child abuse
* Must submit to drug screening (if needed)

***DESIRED QUALIFICATIONS REQUIRED:***

* Spanish speaking and ability to translate for other programs, recommended
* Degree in Social Work, Psychology, Criminal Justice, or related field, recommended
* Experience working with community agencies and clientele, preferred
* Experience with the school system, desired
* Knowledge of Mentoring specific database, desired
* Knowledge and experience with outdoor activities and maintain related tools and equipment, desired

***PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:***

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 25 pounds.

Work is generally confined to a standard school/office environment.

***INTERESTED APPLICANTS***: Please submit resume and/or application including three references via mail/email to:

Mesa County Partners, Inc.

Maggie Scofield, School-Based Mentoring Case Manager

1169 Colorado Avenue

Grand Junction, CO 81501

[mscofield@mesapartners.org](mailto:mscofield@mesapartners.org)

Partners applications can be found at mesapartners.org