



The Clarke County Mentor Program is a local non-profit whose mission is to recruit, train, and support community volunteers to mentor Clarke County School District students in order to make a positive difference in their lives and to help them reach their full potential.

The Clarke County Mentor Program is hiring a PROGRAM COORDINATOR to help take our growing program to the next level. If you have a passion for working in the area of youth development and would like to make a positive impact in your community, this could be the job for you!

Position Title: Program Coordinator

Job Type: Part-time

Compensation: \$24.00 per hour

Benefits: None

Reports To: Executive Director

Schedule: Flexible part-time schedule of 20 hours per week (on average).

- Opportunity for some remote work.
- Checking email at least 3x per day Monday - Friday is required.
- Occasional availability outside of normal business hours, including weekends, is required.

Work Location: Athens, GA

Required Education and Work Experience:

- Bachelor's degree required.
- Minimum of three years' work experience required, preferably in education, social work, youth development, counseling, human services, and/or in the non-profit sector.
- Experience training and managing others.

Required Attributes, Skills, and Knowledge:

- Ability to work independently with limited direct supervision.
- Collaborative work style with strong interpersonal skills. Ability to interact effectively with people of diverse backgrounds and education levels.
- Strong organizational and time management skills.
- Excellent written and oral communication skills.
- Demonstrates effective problem-solving skills and exercises good judgment.
- Tech savvy with strong computer skills. Advanced user of Microsoft Office including Word, Outlook, and Excel. Familiarity with Graphic Design (Canva) and Social Media platforms a plus.

Other Requirements:

- Ability to pass a background check.
- Willingness to participate as a mentor in our program.

Primary Job Responsibilities:

- Gain in-depth knowledge and stay current on best practices related to youth mentoring, child safety, and volunteer coordination.
- Assist in the process for onboarding new volunteer mentors.
- Assist the Executive Director in coordinating and overseeing the training of mentors.
- Lead the process for matching new volunteer mentors with student mentees.
- Provide on-going match support/case management for volunteer mentors and mentees.
- Utilize Innovative Mentoring Software—a cloud-based data management system—to manage mentor/mentee communications, records, case notes, activities, and outcomes.
- Ensure adherence to program policies and procedures.
- In consultation with the Executive Director, set (and track) qualitative and quantitative goals for providing match support.
- Collaborate with UGA student interns serving as match support assistants.
- Develop and maintain relationships with key community stakeholders and partners, especially School Counselors within the Clarke County School District (CCSD).
- Assist the CCSD School Counselors in coordinating mentoring at each school and engaging consistently with mentors.
- Assist schools in planning mentor appreciation events and supporting mentoring activities.
- Assist the Executive Director in planning community mentoring events and supplemental training opportunities for mentors.

Other Job Responsibilities:

- Assist in the recruitment of new mentors.
- Assist in fundraising efforts.
- Attend CCMP Board and Committee meetings as requested by the Executive Director.
- Represent CCMP at speaking engagements and community events.
- Perform other duties as assigned by the Executive Director.

Additional Information:

- Benefits: None
- Paid Time Off / Sick Days: None
- Paid Federal Holidays: None

TO APPLY: Please email cover letter, resume, along with names and contact information for 3 professional references to ccmppcsearch@gmail.com