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## Mentor Program Coordinator Job Description

**MENTOR Rhode Island: The RI Mentoring Partnership, Inc. is a 501(c)3 non-profit** with more than 30-years' experience in the youth mentoring field. We are the statewide experts in mentoring and are dedicated to the expansion of quality mentoring services for youth by working with them directly, connecting them to mentoring opportunities, and sharing our expertise in the best practices in mentoring with others who strive to inspire and empower them. We operate school-based mentoring programs in seven RI communities and provide expertise and training to a network of over 60 mentoring programs statewide.

The Program Coordinator oversees the development and implementation of school-based youth mentoring program(s), which matches adult volunteer mentors with youth in a one-to-one relationship. The Program Coordinator ensures program quality and performance related to recruiting, screening, matching, monitoring, supporting, and closing the relationship with the mentor and child, and communicates with the mentor, parent/guardian, and child throughout the relationship. Reporting to the chief operating officer, the Program Coordinator is responsible for overseeing all aspects of the mentoring program, and will carry out the responsibilities of the position as defined below:

**Duties:** • • Create and oversee implementation of an ongoing mentor recruitment plan, including development of an annual recruitment and quarterly activity plans, development and distribution of program marketing materials, presentations to targeted organizations, and ensuring a presence at key community events, etc. • • Perform and oversee participant screening, training, matching, support and supervision, recognition, and closure activities • • Develop and manage relationships with schools, training centers, and community-based organizations • • Oversee inquiry and orientation process to ensure excellent public relations and customer service • • Manage the planning and implementation of mentor/mentee group events (e.g., bowling trips, pizza parties, end-of-year events) • • Plan and implement recognition activities for program participants • • Maintain and update the program's policy and procedure manual as needed • • Oversee program evaluation activities • • Attend regional/national conferences to increase knowledge of mentoring program and best practices • • Complete other duties and activities as needed. Note: Hybrid work environment with some remote work possible • • As a member of the MENTOR Rhode Island team, you will be expected to attend all fundraising and other agency-wide special events

**Qualifications:** • • The ideal candidate will have a bachelor's degree or equivalent experience with emphasis on social work, psychology, volunteer management, and/or education • • Two or more years' experience in mentoring and/or youth development working within community organizations and/or schools preferred • • Expert knowledge of mentoring program policies and procedures • • Extremely strong organizational, writing, verbal, and interpersonal skills • • Creativity and flexibility in assuming significant responsibility • • Experience working in racially, ethnically, and socioeconomically diverse urban communities preferred • • Spanish speaking/writing strongly preferred

**Compensation:** Starting salary range: \$35,000–\$40,000 per year, plus a benefits package that includes vacation, medical, dental, and transportation benefit.

**Applications:** Please submit a cover letter and résumé to: Jo-Ann Schofield at [jschofield@mentorri.org](mailto:jschofield@mentorri.org).

Our goal is to be a diverse team that is representative, at all job levels, of the young people we serve. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Diverse candidates encouraged to apply.