



Mentorship Coordinator Job Description and Duties

Sims-Fayola Foundation is a 501(c)3 organization whose mission is to improve the life outcomes of young men and boys of color and increase the capacity of those who work with them to provide their services through an equity- and gender-specific lens.

Purpose of the Role

To create, sustain, and grow and sustain a quality-mentoring program for the Sims-Fayola Foundation.

General Statement of Duties

This position entails responsibility for the direct service mentoring operations of the Sims-Fayola Foundation. All operations will be managed and implemented according to established best practices in the mentoring field. These operations include all operations related to the mentor and volunteer program's implementation, growth, and development. Operations include, but are not limited to, training and screening adult and youth (peer) volunteers; matching volunteers one-to-one or in small groups with young men; providing follow-up support once each match is made; coordinating the implementation of targeted services and programs (including alumni support services, academic support services, and youth community service opportunities), and celebrating the valuable support of volunteers.

The Mentorship Coordinator is responsible for maintaining a high standard of excellence in mentoring and support services to the young men we partner with and taking the initiative to further this goal. The Mentorship Coordinator is responsible for meeting program goals and objectives, keeping the organization informed of current research and information relevant to the program, and working with Programs Manager and the CEO to maintain an ongoing evaluation protocol, including required documentation and data collection. The Mentorship Coordinator will represent the Sims-Fayola Foundation in the community at recruitment events and will evaluate potential community collaboration opportunities.

Duties

- Represent Sims-Fayola Foundation in the community when applicable.
- Communicate with school personnel, families, referral agencies, and other organizations on behalf of the Mentoring program and as representative of the Sims-Fayola Foundation.
- Work with CEO and consultants to develop and implement ongoing evaluation procedures.
- Manage evaluation data collection.
- Provide monthly mentorship ops reports to CEO.
- Identify, evaluate and propose solutions to program areas that need special attention.
- Manage a caseload of mentor matches
- Recruiting volunteers to develop into mentors

- Participate in staff development opportunities and follow research in the mentoring field.
- Make regular contact with matched mentors
- Develop and maintain an annual Recruitment Plan.

Compensation

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for SFF, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

- \$40,000-\$45,000 based on experience and qualifications, including group health insurance

MENTORSHIP COORDINATOR ESSENTIAL TASKS

A. RECRUITMENT

- Identify where to recruit mentors (organizations, individuals, current mentors, etc.)
- Creating mentoring messages that will highlight the benefits of mentoring and have a call to action (join us as a mentor).
 - These messages will be sent via our social media channels and email list (MAILCHIMP)
 - The messages also include eligibility requirements.
- Identifying where to recruit mentees (parent groups, student groups, schools, churches, current mentees).
- Create mentee messages highlighting the benefits of having a mentor and a call to action (join us as a mentee).
 - These messages will be sent via our social media channels and email list.
 - The messages also include eligibility requirements.

B. SCREENING (Mentor and Mentee)

- Once a mentor or mentee shows interest, send them the link to the application from Innovative Mentoring. The final application for the mentor only must be approved by the CEO. Be sure the parent or person referring the mentee to our programs complete the application with the mentee.
- Ensuring the mentor candidate uploads all required attachments.
- Ensuring the mentor candidate gets a background check.
- Ensure the mentor completes the personality survey.
 - <https://www.16personalities.com/free-personality-test>
- Ensure reference check calls are completed
- Check to be sure that the parent/guardian checked the box that gives the mentee informed permission to be in the program they selected.
- Check to be sure that the parent/guardian checked the box that indicates they understand the time commitment of the program they selected.
- Setting up the mentor for a face-to-face interview with the Programs Director.

AFTER APPROVAL

C. TRAINING (after the application has been approved)

- a. Ensure that mentor receives a link from Mentor Central to start working on their training modules. Give them a deadline of 10 days to complete the modules.
- b. Set up the mentor with the CEO for a two-hour mentoring orientation on ZOOM. Look at the mentoring orientation calendar to determine the date.
- c. Let the mentor know about the quarterly training dates for ongoing support. Quarterly training is 60 minutes.
- d. Set up the mentor/parent orientation call to cover the Mentee/Parent Training Guidelines on ZOOM.
- e. Share the mentorship curriculum modules with the mentor by email.
 - i. **Tell the mentor, “*These are curriculums that you can follow until the relationship starts to develop to the point that you don’t need these talking points or activities.*”**

D. MATCHING

- a. Use the mentor and mentee interest form and the personality survey results to match the mentor and mentee. Try to match complementary personalities and shared interests to determine matches.
- b. Set up a call with the mentor to discuss the mentee’s **Interest Survey** as well as:
 - i. Relevant background info you may have.
 - ii. Any points the mentor should know about the mentee.
 - iii. General information about the mentee (age, grade, ethnicity, goals, etc.)
- c. Set up an opening call with the mentor/mentee/yourself to introduce the mentor to the mentee/parents using the **MENTOR-MENTEE-COORDINATOR OPENING CALL GUIDE & THE MENTEE/PARENT TRAINING PPT.**
- d. **Set up a time after the OPENING CALL to meet with the mentor to establish bi-weekly support calls (CVMP) or monthly support calls (CMP).**

DURING THE MENTORING PROCESS

E. MONITORING & SUPPORT

- a. Use the Mentor Support Call Protocol document and the Mentoring Recap Form as a conversation guide during the support calls.
- b. After the call, upload the notes you took into Innovative Mentoring under the notes section for the mentor. Be sure to put the date of the call in the notes as well.

AT THE END OF THE MENTORSHIP RELATIONSHIP

F. CLOSURE

- a. Document the closure date of the mentor-mentee relationship.
- b. Conduct exit interviews with mentees and parents at the end of the commitment.
- c. Conduct exit interviews with mentors at the end of the commitment.
- d. Print completion certificate for the mentee
- e. Ensure mentee gets a “boys are” shirt and a Hey Man book.
- f. Establish a “closure” date via ZOOM to have a closing ceremony/session that ends the formal relationship.