



Mentor Program Coordinator Job Description

MISSEY, Inc. (Motivating, Inspiring, Serving and Supporting, Sexually Exploited Youth) is a community-based organization in Oakland, CA, founded in 2007 to respond to the needs of commercially sexually exploited children. We are a survivor-centered, trauma informed organization supporting young people, age 12-24, through direct services including intensive case management, one to one mentoring, and a daily drop in center. In addition to providing direct services, we work diligently for systemic change and contribute to the growing movement to end commercial sexual exploitation. Commercial Sexual Exploitation is a serious human rights issue that deserves a powerful, collective response.

Position Summary

MISSEY believes that with the right opportunities and support, exploited youth can overcome the circumstances of their exploitation and begin to heal. Under the supervision of the Operations Manager, this position implements MISSEY's Lasting Links Mentoring initiatives and supports our Drop-in Center. The Mentor Program Coordinator recruits, screens, trains, matches, and supervises volunteer mentors. The Mentor Program Coordinator works with MISSEY clients and direct services staff to identify client-mentor matches. Once the matches are made, the Mentor Program Coordinator provides guidance to volunteer mentors as they work to build supportive relationships with MISSEY clients.

In collaboration with two partner organizations, Girls Inc. of Alameda County (GIAC) and The Mentoring Center (TMC), the Mentor Program Coordinator is responsible for the successful implementation of this grant, funded by the Department of Justice Office of Juvenile Justice Delinquency Prevention (OJJDP).

Additionally, The Mentor Program Coordinator assists with general volunteer efforts, conducts intakes for new MISSEY participants, and supports the Drop-In Center as needed.

PRIMARY DUTIES AND RESPONSIBILITIES

Lasting Links Mentor Program

1. Implement Mentor Program and meet deliverables for OJJDP Mentoring Grant.
2. Recruit, screen, orient and provide 16 hours of training to all incoming volunteer mentors.
3. Maintain a minimum of 35 client-volunteer matches.
4. Maintain human resource files for all mentors as well as records of current, pending and past mentors.

5. Provide ongoing support and supervision to mentors, specifically conduct at least once per month one-on-one supervision as well as ongoing responsiveness to mentor questions and concerns.
6. Provide ongoing education workshops to mentors at least once per quarter throughout the year.
7. Work with MISSEY case managers and direct services staff to identify youth for the program.
8. Outreach and communications to increase youth referrals.
9. Respond to all youth referrals in a timely manner; conduct youth intake and paperwork; meet guardian when applicable
10. Hold quarterly partner meetings with Girls Inc. and The Mentoring Center; monitor partner deliverables and invoices.
11. Maintain documentation and track program deliverables, including those of partner agencies for semi-annual reporting.
12. Conduct mentor mixers to facilitate new matches.
13. Plan and implement events for matched youth and their mentors.
14. Plan and hold annual mentor appreciation event.
15. Maintain and update program & outreach collateral.
16. Attend annual OJJDP National Partner meeting.
17. Annually, as part of supervision, develop a professional development plan identifying personal goals, objectives and activities.
18. Actively participate in supervision and staff trainings.
19. Maintain confidentiality at all times.
20. Stay abreast of best practices and latest research related to mentoring for commercially sexually exploited youth.

Volunteer Program

1. Recruit, screen, orient and provide 8 hours of training to all incoming volunteers (in the same process as all mentors).
2. Maintain human resource files for all Volunteers as well as documentation of current volunteers.
3. Work with the Administrative and Grants Assistant to ensure all volunteers go into the Salesforce database and to identify volunteer tasks.

Drop-in Center Intake & Support

1. Facilitates intakes and assessments with clients eligible for MISSEY services.
2. Orients participants to MISSEY; provides support and resources to all participants.
3. Serves as a role model for participants.
4. Assists participants in appropriate behavior and in developing inter-personal relationships; resolves conflicts between participants as needed.
5. Provides crisis intervention, de-escalation, and safety planning to participants as needed.

REQUIREMENTS

Education

- College degree in human services or business preferred, relevant experience will be considered

Experience

- Experience in developing and implementing programs required
- Experience administering programs required
- Experience supervising volunteers or other individuals

- Experience facilitating trainings

Knowledge, Skills and Abilities

- Sound judgment and the ability to supervise mentors in the field
- Excellent speaking and writing skills
- Knowledge of commercial sexual exploitation
- Ability to develop positive relationships with community volunteers and with youth
- Highly organized and collaborative
- Ability to take initiative, dependability, flexibility and resourceful
- Ability to function independently and as part of a team
- Proficient in Microsoft Office Suites, Google Docs/ Calendar and Internet usage.

Additional Requirements

- Able to work some evenings and weekends
- Current driver's license, clean driving record along with cleared background check
- A criminal background check including fingerprint clearance, as well as passing a standard physical with TB clearance is also required
- Enthusiastic interest in supporting the mission of MISSEY, Inc.

SALARY AND BENEFITS

This is a full-time exempt position with benefits.

- \$36,000 - \$40,000 depending on experience and education.
- Medical, paid time off and other benefits available
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MISSEY is an equal opportunity employer. Survivors and women of color are encouraged to apply. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.