



YMCA JOB ANNOUNCEMENT

Job Title: Reach & Rise Group Mentoring Coordinator Reports To: Reach & Rise Director
Status: Non-Exempt Status: PT
Competency Level: Team Leader Start Date:

POSITION SUMMARY

Under the supervision of the YMCA XXXX, the Reach & Rise Group Mentoring Coordinator is responsible for oversight and implementation of the YMCA's National Reach & Rise Group Mentoring Program at a YMCA association. The Group Mentoring Coordinator has a background in mental health or social work and will establish the Reach & Rise Group Program Model by recruiting, training, and matching volunteers, as well as responsible for managing risk. They ensure uniformity of training curriculum, data collection, outcome objectives, and ongoing clinical support.

The Reach & Rise Group Mentoring Coordinator will travel to Chicago to attend a three day training and orientation session in October on the model.

This position is concerned with the delivery and coordination of services in the community. To this end, the Group Mentoring Coordinator must have the interpersonal skills to interact with volunteers, youth, and the community. The Coordinator effectively manages and ensures compliance with all aspects of the grant and the partnership agreement with the Y USA. Program development and management skills required. The Coordinator ensures that all goals and objectives are met for the program in their association and must have the ability to clearly document outcomes and data per program protocols.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Social Work or Counseling
Availability: Some evenings and weekends
Related Experience: Group facilitation

This position requires experience working with the target population plus a master's degree in social work or counseling or currently in a master's program. The incumbent must possess a variety of skills to include written and oral communication and the ability to effectively deliver services through a variety of systems.

Plus:

- Experience implementing and delivering a program by following specific program model, curriculum and guidelines
- Experience facilitating and managing a psychoeducational or counseling group
- Experience recruiting, training and managing volunteers
- Collecting and reporting accurate and timely data and submitting of all mentor/mentee – related records and documents
- Comply with the legal standards for mandated reporting
- Work with all YMCA partners to ensure positive and consistent relationship
- As needed, attend regular meetings with volunteers, families, and with staff from schools and/or community based organizations
- Provide input as to how the mentoring program can better reflect the cultural diversity

of the children and families in the respective YMCA regions.

- Attend all required training as required by the YMCA of the USA
- Actively participates in YMCA events and activities and adheres to the YMCA Core Values
- Develop an approved plan for professional development.
- Other duties as specified by the Reach & Rise National Director(s)

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.

ESSENTIAL FUNCTIONS

1. **Attend** staff meetings and trainings as required.
2. All other duties as assigned by your supervisor.
3. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
4. **Demonstrate** the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
5. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.