



Campus Coordinator – Job Description

Youth Mentoring Initiative (YMI) actively engages Hamilton Southeastern School (HSE) students by nurturing positive relationships with a caring adult mentor to inspire future generations and build a better community. The role of YMI Campus Coordinator is to be the face of YMI within the school buildings that offer YMI Mentoring; Campus Coordinators provide critical support to school staff, mentees, guardians and mentors so mentoring relationships may develop and thrive.

Essential Functions:

1. Facilitate and coordinate logistics of weekly mentoring.
 - Set, maintain and communicate weekly mentoring schedule to all match stakeholders.
 - Provide necessary tools and space for matches to meet, either in person or virtually
 - Track and record mentoring meetings in mentoring software
2. Oversee student onboarding and provide ongoing monitoring and support for matches that builds a firm foundation for effective and safe mentoring.
 - Meet with new mentees for completion of student application, program overview and expectations.
 - Engage new match stakeholders through email introductions/ meetings, building/technology orientation.
 - Regularly check-in with mentors, mentees and guardians to assess relationship quality; provide any needed resources, tools and/ or referrals.
 - Provide ongoing training to mentors by equipping them with tools for match success; mentor toolboxes, goal sheets, game boxes or evidence-based support materials.
3. Engage in opportunities for professional development and program sustainability
 - Attend weekly YMI staff meetings and other meetings as needed.
 - Participate in YMI and Community Events for awareness, fundraising and collaboration
 - Assist in developing and improving policies, procedures and programming; participate in mentoring and diversity, equity and inclusion training.
 - Support mentor recruiting efforts and program awareness.

Qualifications:

- Bachelor's degree in youth development, child psychology, education, social work, or related field is helpful but not required
- Organized, efficient and innovative in time management; minimal supervision
- Ability to learn and master new technologies
- Be a team player, creative thinker, and problem-solver
- Ability to maintain background clearance processes required by school policy and preserve confidential and sensitive information
- Must be able to provide transportation throughout school district



Work Environment:

This is a part-time, salaried, hybrid-remote role (approximately 20-25 hours per week) reporting to the Program Director. Role will require flexibility in schedule to accommodate busy seasons and occasional night and weekend events. General working hours are flexible between Monday - Friday, 8:00am-4:00pm when school is in session; specific hours will be dependent on assigned schools' mentoring schedules. YMI observes all HSE school breaks and holidays. Extended time off is offered during the school's summer break. Position responsibilities over the summer are limited but generally include working two weeks after the end of school, two-three weeks before the beginning of school, and providing support at occasional community events. Specific dates to be determined by Executive Director each year.

Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Continued employment remains on an "at-will" basis.