



**Status:** FULL TIME  
**Title:** Mentoring Director  
**Reports to:** Programs Director

**Position Summary:**

Perform functions to recruit for, monitor, and manage the mentoring and Bible study programs of Casa Chirilagua. Ensure every student or young adult in Casa Chirilagua programs has a mentor, guided by the precedent and working within the limits of established policies.

**Key Accountabilities:**

1. Program Management and Development (50%)
  - Provide oversight and leadership for the development and implementation of the Mentoring and Middle School Bible Study programs.
  
2. Mentor/Volunteer Management (40%)
  - Oversee the recruitment, training, retention, management and oversight of mentors, volunteers, and assistant program staff.
  
3. Relationship Management (10%)
  - Serve as point of contact for key relationships with external stakeholders which largely supply the volunteer pipeline (church partners, volunteer partners, program partners and school partners), participate in local mentoring organizations (Alexandria Mentoring Partnership, Virginia Mentoring Partnership) and with internal stakeholder groups such as the other Casa programs in which mentees are enrolled.

**Essential Functions:**

- Develop and implement program policy and procedures for recruitment, training, and matching of mentors and mentees. Work with and encourage mentors as positive role models in the life of their mentee.
  
- Organize, conduct and attend recruiting events. Create correspondence to mentors and parents of mentees for potential mentor matching. Schedule and participate in face-to-face interviews with potential mentors.
  
- Supervise program volunteers, provide monitoring of matches, and assist program participants with any range of requirements to ensure appropriate mentoring relationships are formed and maintained.



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- Monitor and evaluate mentor/mentee relationships by talking with student participants during after school program time. Address any needs or concerns as they arise in the mentoring relationships.
- Determine the ongoing needs, concerns, and interests of students, parents, and mentors. Review and revise programs to meet these emerging needs and interests.
- Visit schools and maintain a strong relationship with the school principals and other school staff and decision-making bodies. Develop and maintain strong relationships and communication with the classroom teachers.
- Communicate with parents concerning behavior and academic progress of the children, and mentor match satisfaction. Make additional home-visits and parent phone calls as needed. Assist in on-going communication between mentors and families providing translation services as required.
- Create and publish mentor newsletter. Prepare and conduct training programs for mentors and mentees. Administer refresher training for mentors, and Child Protection Policy training for parents and mentees. Prepare and process all background checks for new mentors.
- Conduct information gathering through surveys for the purpose of evaluating and adjusting program plan when necessary.
- Attend parent and teacher conferences or health services meetings for families as appropriate.
- Represent the organization in the community. Assist Kids Club Director with other duties as needed.
- Train and assign department team members. Provide technological oversight, direction and mentoring, develop and communicate performance metrics to assess the effectiveness of team, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations.



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**Other Duties:**

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

**Competency:**

- Alignment with Casa Chirilagua's Mission and Core Values.
- Demonstrates leadership, leads by example, and creates the environment that empowers and encourages others to lead.
- Expert knowledge of mentoring program policies and procedures.
- Excellent relationship building skills with awareness and attention to boundaries.
- Fluency in Spanish required. Excellent written, verbal, and public speaking communication skills in both English and Spanish.

**Competency: (Continued)**

- Proficient with Microsoft Office and other specialty software applications.
- Strong organizational skills.
- Demonstrates excellent management and conflict resolution skills. Demonstrated experience in behavior management skills in elementary age children.
- Knowledge of Microsoft Office programs and other specific software.
- Valid Driver License with insurability.

**Education/Experience Requirements:**



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- College degree in Education, Counseling, or related field.
- First Aid/ CPR certification required.
- Darkness to Light training required.
- Certification in Quality Mentoring is preferred.
- Three to five years of experience in mentoring and youth development, working within community organizations and/or schools is preferred.