



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MARION FAMILY YMCA IS CURRENTLY ACCEPTING RESUMES FOR: DIRECTOR OF MENTORING

The Marion Family YMCA Director of Mentoring will lead the community collaboration Marion Mentors 21 that supports the development of one-to-one relationships between a volunteer adult role model and a student. The collaborative is powered by strong partnerships with the United Way, Boys & Girls Club, Marion City Schools, Elgin Local Schools, Ridgedale Local Schools, Marion faith communities, Marion businesses and others. This is a grant funded program with sustainability and continuation dependent on obtaining future grants. More information on Marion Mentors may be found at marionmentors.org.

This collaborative is entering its fourth year of providing mentor experiences for youth in Marion County. Funding is in place for July 1, 2018 through June 30, 2019 from the Ohio Department of Education Community Connectors and the Marion Community Foundation. Most current mentoring relationships are at Marion City Schools with expansion to Elgin and Ridgedale school districts planned for the coming school year.

**Position Requirements:** Position requires a person with at least a bachelor's degree in social work, education or related field; and four or more years of experience working with at risk youth and their families. Incumbent must have leadership experience and an ability to develop relationships with individuals from diverse backgrounds as well as relationships with collaborative partners. Please see attached Position Description for full requirements.

**Physical Requirements:** Incumbent must be able to transport self throughout Marion County; move easily across a variety of indoor and outdoor surfaces; communicate verbally with others; watch and listen to the activities of a group of youth; communicate effectively with people; use a computer with a keyboard; lift up to 20 pounds; and perform physical skills required for CPR. Work will require frequent travel time throughout Marion County.

**Salary Range:** \$35,000 - \$44,000

**Position Status & Information:** Full Time Exempt approximately 40 to 50 hours per week; work schedule may include occasional evenings and weekends

### BENEFITS

- Participation in Association Health Insurance plan per Personnel Policy; Life & Disability Insurance
- YMCA Retirement Fund – Association contributes 12% for qualified employees
- YMCA Family Membership
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

### Timeline

- Applications Accepted until position is filled
- Serious candidates should send required documents by August 3, 2018
- Review of first set of applicants August 1 – 17, 2018
- Target date for incumbent on the job: September 4, 2018

**Submit the following electronically to** Theresa Lubke, Executive Director

- Cover Letter and Resume
- References: two references that can speak to your leadership skills and two general references
- One paragraph describing a time you had an impact on a young person's life

**Direct questions and send above items to:**

Theresa Lubke, Executive Director

Marion Family YMCA 740-725-9622

tlubke@marionfamilyymca.org

**Continued**

## Marion Family YMCA

### POSITION DESCRIPTION

**TITLE:** Director of Mentoring  
**DATE:** July, 2018

**Position Overview:** Under the direction of the Executive Director, in accordance with the Strategic Plan of the Marion Family YMCA, and in accordance with Marion Mentors 21 collaborative goals; the Director of Mentoring is responsible for the program collaboration of Marion Mentors 21. The Dir. of Mentoring coordinates work among collaborative partners; provides fiscal management of collaborative including management of grant funds; ensures quality matches of mentors and mentees; works with partners to recruit, screen, train and supervisor volunteer mentors; supervises mentoring facilitators; and works with school and agency partners to ensure smooth operation of mentoring program that meets established goals and objectives.

Mentoring is expected to be approximately 70% time of full time position. Remainder of responsibilities will be assigned based on incumbent's experience, education and skills. These additional responsibilities may be YMCA specific or may be working with a partner organization.

Incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests.

**Position Requirements:** Position requires a person with at least a bachelor's degree in social work, education or related field; and four or more years of experience working with at risk youth and their families. Incumbent must have leadership experience and an ability to develop relationships with individuals from diverse backgrounds as well as relationships with collaborative partners. Must be able to work independently with little day to day supervision. Incumbent should demonstrate empathy and ability to work with diverse groups of people from all social and economic segments of the community.

Must have and maintain CPR and First Aid certification; or obtain within 90 days of hire. Must have a valid Ohio Driver's license and meet all YMCA driver requirements.

**Physical Requirements:** Incumbent must be able to transport self throughout Marion County; move easily across a variety of indoor and outdoor surfaces; communicate verbally with others; watch and listen to the activities of a group of youth; communicate effectively with people; use a computer with a keyboard; lift up to 20 pounds; and perform physical skills required for CPR. Work will require frequent travel time throughout Marion County.

### ESSENTIAL FUNCTIONS:

1. Build personal and meaningful relationships with mentors, mentees, collaborative partners, Y members, participants, volunteers, guests and donors; help individuals connect with one another and with the Y.
2. Work daily to nurture the potential of all youth and teens; help people improve their well-being; and provide opportunities for people to give back and support one another.
3. Work as part of the staff leadership team responsible for carrying out the organizational, program and operational strategies of the association's strategic plan.
4. Provide leadership to the Marion Mentors collaborative including coordinating regular meetings of Leadership Team and communicating with partner organizations.
5. Make and manage mentor / mentee matches; communicate regularly with mentors, mentees, and mentee families.
6. Ensure best practices in safety and risk management are utilized throughout all mentoring activities.
7. Work with Y Program Director to hire, train, and supervise mentoring facilitators; work hands-on as site facilitator when necessary.
8. Ensure evidence-based or evidence-informed practices are used in mentoring activities.
9. Conduct all evaluation and measurement activities to ensure accountability to program and grant goals and objectives.
10. Research and apply for grant funding to sustain program.

11. Maintain accurate financial and other records as requested by Executive Director and as required by funders.
12. Coordinate work of all partner organizations such that all are working together to achieve program goals and objectives.
13. Work with partner organizations to recruit, screen, train and supervise volunteer mentors.
14. Other responsibilities as assigned based on incumbent's education, experience and skills.
15. Other responsibilities and tasks necessary for successful implementation and growth of mentoring program and partnerships.
16. Assist in YMCA financial development efforts including the Annual Support Campaign.
17. Attend all staff training and meetings as required.
18. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
19. Have complete knowledge of all association emergency procedures.
20. Shares in building supervising / "Director on Duty" responsibilities with other exempt staff.
21. Maintain all necessary records as requested by Executive Director.
22. Assist Executive Director as requested to ensure successful outcome of YMCA operations and mission.
23. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

**EFFECTS ON END RESULT:**

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. Marion Mentors 21 collaborative meets established goals and objectives and expands its impact in the community.
2. Youth mentees demonstrate growth and improved developmental assets and academic performance.
3. Funders support Marion Mentors 21.
4. Partner organizations and agencies see the value of Marion Mentors 21 and increase resources they provide to the collaborative.
5. A Y that has strong relationships with its members and donors as reflected in fundraising, membership retention and program participation.
6. A Y that is welcoming to the community and reflects our mission and values.
7. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
8. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.

Equal Opportunity Employer

**The Y. For a Better Us.**