

# WE WANT YOU ON OUR TEAM



MARION FAMILY YMCA  
WOPAT YMCA CENTER  
645 BARKS ROAD EAST  
MARION, OH 43302  
740-725-9622  
Marionymca.org

Imagine going to work knowing that what you do each day positively affects the lives of the people in your community. Working at the Y, you'll discover more than a job—you'll find new opportunities to reach your potential while making an impact in the lives of those around you.

## Find New Opportunities. Find Your Y.

### MARION MENTORS BUILDING COORDINATOR

#### Part-Time

**Position Overview:** Under the direction of the Director of Mentoring, Diversity, and inclusion with the strategic plan of the Marion Family YMCA/Marion Mentors, the Building Coordinator is responsible for supervising mentor/mentee matches during scheduled mentoring times, ongoing recruitment of mentors and mentees, work closely with ESP's/Guidance Counselors and other school staff, Orientate mentors to school's specific protocols, ensure all mentees complete Hello Insight Survey within first 30 days of the match, Coordinate beginning/end of year celebration, ensure all mentees complete pre/post Hello Insight Surveys, Work with ESP's/Guidance counselors to obtain permission forms, Ensure mentors complete end of year survey, Meet with mentors and train on using Innovative Mentoring Software, Intervene early if match isn't meeting or has other problems and notify director, Meet match goals for each building for which is responsible, build relationships with youth, school staff, community members, and partnering agencies. Attend ongoing trainings as well as mentoring conferences.

**Position Requirements:** Must be at least 18 years of age. Must have experience working with youth. Must have reliable transportation. Must be able to work independently and understand both verbal and written directions. Must be a social person who is able to start conversations with and build relationships with youth and other community members. 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.

#### ESSENTIAL FUNCTIONS:

Build personal and meaningful relationships with mentors, mentees, school staff, and collaborative partners.

Supervise mentoring matches during their scheduled meeting time.

Work daily to nurture the potential of all youth and teens. Assist with mentor/mentee matches; communicate regularly with mentors, and mentees.

Support matches as needed; intervene early if matches are not meeting or have other issues.

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.

#### Pay:

\$15,000 yearly

#### Position Hours:

Monday-Friday, flexible hours