

Mentor Program Coordinator Roles and Responsibilities

Description:

Reporting to the Director of Volunteer Programs, the Mentor Coordinator will be responsible for coordination of the survivor and at-risk youth mentoring program.

Responsibilities

1. Coordination of the Mentor Program

- Screen all potential mentor candidates through background checks and interviews
- Oversee specialized mentor training and handbook
- Oversee mentor/mentee matching process through coordination with referring mentee case manager
- Supervise on-going mentor/mentee relationship, including management of mentee reporting and providing mentor support
- Address any concerns about mentor conduct or conflict
- Plan and execute quarterly mentor continuing education and support meetings
- Oversee coordinated monthly outings and celebrations
- Maintain and expand relationships with referring agencies
- Maintain and report program metrics to Araminta executive staff
- Implement and execute program evaluations

2. Collaborative Survivor Services

- Participate in team meetings with mentor, mentee, and referring agency staff
- Referrals to external resources for survivor needs not provided internally
- Collaboration with Director of Volunteer Programs and other staff to identify resources for the needs of survivors in the program
- Attendance at monthly Maryland Human Trafficking Task Force meetings

3. Collaborate with the Administrative Manager to ensure administrative needs of services are met

4. Work with Araminta staff to implement best practices, standards of operation and protocols.



Qualifications

- Bachelors degree or commensurate experience required
- 3 year minimum social work case management experience, or equivalent experience
- Experience working with survivors of human trafficking or severe trauma preferred
- Experience working with social services, juvenile services, domestic violence or a related field of work
- Experience managing volunteers in a social service setting
- Experience developing and implementing training programs
- Superior communication and leadership skills
- Ability to evaluate programs and curriculums and implement necessary changes across systems
- Strong administrative skills
- Experience having worked with a high-performance, collaborative, constructive peer group
- Ability to manage self-care

Compensation

Salaried position

Paid time off and holidays

Financial compensation for purchase of private health benefits

If interested in applying for this position, email contact@aramintafreedom.org for an application and to submit your resume.

Araminta Freedom Initiative (aramintafreedom.org) is a nonprofit organization dedicated to awakening, equipping, and mobilizing the Church and our community to dismantle child sex trafficking in the Baltimore region. Since 2010, Araminta has mobilized hundreds of volunteers to bring healing and wholeness through prevention and intervention initiatives, as well as the provision of survivor services. Araminta challenges individuals to recognize their personal contribution to a culture that distorts human dignity and worth.