**Mentoring**

Mentoring Program Coordinator Position Description.

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| **Position Title** | **Mentoring Program Coordinator** |
| **Role Requirements & Duties** | A key objective of the [insert LDAT name] is to empower young people in our community to make positive life choices that enable them to maximise their personal potential.  Through collaborative programming with schools and other community-based organisations, we provide educational, social and mentoring opportunities to enhance the academic performance, social and community connections, and career options of young people.  The Program Coordinator oversees the development and implementation of the Mentoring Program, which trains and matches adult volunteer mentors with young people.  The Program Coordinator ensures program quality and performance in terms of recruiting, screening, matching, monitoring, and closing the relationship with the mentor and mentee.  The Coordinator also communicates with the mentor and mentee throughout the relationship.  **Duties**  Reporting to the Program Manager, the Program Coordinator is responsible for overseeing all aspects of the mentoring program, and will carry out the following responsibilities:   * maintain and update the Policy and Procedures Manual as needed and to meet organisational standards * develop and manage relationships with schools, training providers, and community-based organisations * build a strong working relationship with the mentoring program advisory board * oversee the enquiry and induction process for mentors and mentees * create and oversee the implementation of an ongoing mentor recruitment plan, which includes developing annual recruitment and quarterly activity plans, developing and distributing program marketing materials, making presentations to targeted organisations, and ensuring a presence at key community events * perform and oversee participant screening, training, matching, support and supervision, recognition, and closure activities * oversee organisation and implementation of mentor/mentee group events such as day trips, celebrations and end of year events * plan and implement recognition activities for program participants * oversee program evaluation activities * oversee mentoring program staff * attend regional/national conferences to increase knowledge of other mentoring programs and best practices * complete other duties and activities as needed. |

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|  | **Mentoring Program Coordinator** |
|  | <Insert any additional, specific organisation/program expectations>  For example – other languages or cultural background, or lived experience. |
| **Position Context** | <Insert relevant titles of your LDAT, partner organisations, funder etc. >  **Mentoring Program Overview**  **Vision:** Young people are supported to live healthy and fulfilling lives unlimited by alcohol and other drug harm.  **Mission:** Connect young people with caring and responsible adults in order to build their skills and wellbeing and delay or prevent the use of alcohol and other drugs.  **Values:** A number of beliefs and principles guide the mentoring program and should be considered at every stage of the mentoring relationship, including:   * promoting the welfare and safety of the young person * being trustworthy and responsible * acting with integrity * promoting justice for young people * respecting young peoples’ rights and dignity * honouring young people and family voice in designing and delivering services * striving for equity, cultural responsiveness and positive social change. |
| **Key Relationships** | <To be adapted to relevant organisation/program> |

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|  | **Mentoring Program Coordinator** |
| **About the organisation/ agency and details relevant to this program.** | <Insert information about the organisation and/or program here>  *For example:*  *Celebrating more than 60 years of service to the community, the Alcohol and Drug Foundation (ADF) is Australia’s leading organisation committed to inspiring positive change and delivering evidence-based approaches to minimise alcohol and drug harm.*  *We bring expert knowledge and research into the design and implementation of our programs. We reach millions of Australians through sporting clubs, educational institutions and communities, by supporting and informing drug and alcohol prevention programs, and through the provision of educational information. We are proudly not-for-profit, evidence-based and independent.*  *For further information, please visit* [*www.adf.org.au*](http://www.adf.org.au/) |
| **Time & Commitment** | <To be adapted to your organisation/program needs>  Eg: Weekly/Fortnightly meetings ## hour duration each  Over # weeks/months, from …… to …… 2021 |
| **Location** | <Insert relevant organisation/program details or online platform> |

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|  | **Mentoring Program Coordinator** |
| **Eligibility Criteria** | <To be adapted to organisation/program needs>  Position Requirements   * knowledge and experience of working with young people * qualifications in social work, psychology, and/or education (preferred) * knowledge of mentoring program policies and procedures * two or more years’ experience in mentoring and/or youth development, preferably working within community organisations and/or schools * strong organisational, writing, verbal, and interpersonal skills * creativity and flexibility * experience working with diverse communities.   We’re also looking for someone with:   * experience in program management and evaluation * excellent communication skills * well-developed organisational skills * well-developed networks and knowledge of the youth sector * experience in coaching and supervision of staff * submission and report writing * skills and knowledge of evaluation and continuous improvement techniques * commitment to stay for a period of time * commitment to the vision, mission and values statement of the mentoring program. |

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|  | **Mentoring Program Coordinator** |
| **How to apply** | Please send your <insert relevant documents, for example CV and Cover Letter, here>,  along with proof of identity and residence, and evidence of current Working with Children and National Police Checks to the following email address –  <insert email address>  Applications are due by <insert details> before <insert deadline>.  Further information  Enquiries regarding the Mentoring Program and about this position may be directed to  <insert staff name>, here <insert contact details>. |