

Job Title: Mentor Coach
Team: Mentoring
Classification: Full-Time
Reports To: Mentoring Director

Mission

The Mentor Coach is responsible for matching and supporting the volunteer mentors and children in EZE Mentoring's one-to-one mentoring program, as well as partnering closely with parents/guardians. This role is highly relational. The MC will ensure child safety, promote positive impacts for youth, foster constructive and satisfying relationships between children and volunteer mentors, and cultivate a strong sense of affiliation with Ezekiel Ministries for everyone in the match party.

Qualifications

- * Assessment and relationship development experience with child and adult populations
- * Understanding of child development and family dynamics
- * Experience with youth service organizations and socio-economically diverse populations preferred

Position Responsibilities (include but not limited to):

- Conduct Introduction Meetings for new matches, as well as meetings to celebrate anniversaries!
- Conduct regularly scheduled coaching sessions with the volunteers, children and parents/guardians. Full-time coaches will be responsible for 52 matches. Coaches will be expected to meet in-person with mentors once per quarter and parents/mentees twice per year, which works out to approximately 6-8 in-person meetings per week. Other in-between coaching sessions will be conducted through phone/email/text.
- Coaching sessions will meet standards in 5 key areas: Child safety and Well-being, Relationship Development, Coaching & Support, Goals/Outcomes and Prayer Requests.
- Use assessment skills to identify any potential problems and barriers within matches as early as possible, coaching parties and intervening as needed toward successful resolution.
- Document comprehensive written summaries of all coaching sessions in real-time using Ezekiel's web-based software (MentorCore).
- Coordinate with all parties for healthy match closure, when necessary.
- Maintain accurate files and documentation on all volunteers and children/families.
- Utilize appropriate surveys to determine health and progression of the relationships.
- Operate as a strong internal collaborator by maintaining awareness of all agency opportunities for mentors, mentees and other stakeholders.
- Support additional projects as determined in collaboration with the supervisor (mentor training, Mentor & Me events, mentor socials, Volunteer Banquet, etc.).
- Gather content for the Communications Director for newsletters and social media posts.
- *If you have a Masters in Social Work:* Work closely with and supervise students that are working on their service hours for their BSW.
- Other duties as assigned.

Education & Related Work Experience:

- Minimum Bachelor's degree
- *Masters in Social Work is an asset* (Willingness to work with, and give supervision to, BSW students)
- Experience working with children in a social services environment, and an understanding of child development and family dynamics
- Assessment, case management and/or relationship development experience with child and adult populations
- Ability to work effectively and sensitively with confidential information
- Strong ethical and moral values that align with the mission of Ezekiel Ministries

- Excellent oral and written communication skills
- Ability to work both in a team and independently, to exercise good judgment, make sound decisions and problem solve
- A strong commitment to excellence regarding quality and results, and a passion for mentoring
- Strong computer skills: Microsoft Office, GoogleDocs and web-based software (MentorCore or SalesForce)
- Reliable transportation, valid driver's license, state-required auto insurance minimums and willingness to travel as necessitated by job responsibilities
- Ability and willingness to flexible work hours (early evenings, weekends), averaging 2-3 times per week, for program events, training or meetings with parents/mentors/mentees

To apply, please send a resume to Sally Brown sally@ezeministries.org or apply online at <https://forms.monday.com/forms/8e85172fc6e391e125d460e4bddc7032?r=use1>