

JOB ANNOUNCEMENT

Volunteer Coordinator



ABOUT iMENTOR

Founded in 1999, iMentor has quickly become one of the largest and most innovative mentoring organizations in New York City. Over the last seven years, iMentor has developed and refined a new kind of mentoring model, combining email communication and in-person meetings to prove (1) that even the busiest, most successful New Yorkers have time to be quality mentors and (2) that formal mentoring programs can flourish in NYC's most underserved communities.

iMentor partners with schools and after school programs to match high school-aged youth one-to-one with volunteer adult mentors (matches range between one and four years in length). Beginning with one classroom in the South Bronx, iMentor has matched and supported over 5,000 mentor-mentee pairs in the last seven years. iMentor currently has a waiting list of both volunteer mentors and partnering schools waiting to join iMentor's vast network of participants and is preparing to embark on an ambitious five-year growth plan (including national expansion through iMentor Interactive and growing the core mentoring program in New York City).

iMentor Snapshot

- ✓ During the 2007-08 program year, iMentor matched 800 pairs (1,600 participants)
- ✓ 98% of mentees have never had a mentor before joining the program
- ✓ 96% of mentees say their mentor is someone they can "trust and depend on"
- ✓ 85% of mentees said iMentor made them a better student
- ✓ 98% of mentors would recommend iMentor to a friend or coworker
- ✓ 70% of volunteers have never been mentors before joining the program

AFTER COMPLETING THE iMENTOR PROGRAM

- ✓ 96% of mentees graduated high school
- ✓ 87% enrolled in college

VOLUNTEER COORDINATOR

The success of iMentor's mentor-mentee matches is directly dependent on the strength of our volunteers. iMentor is seeking a dynamic individual for a new staff position, **VOLUNTEER COORDINATOR (VC)**, to prepare and provide support to the 1,000 mentors serving our youth in 2008-09. The VC will support the Director of Volunteers in coordinating all aspects of the volunteer experience for iMentor.

Reporting to the Director of Volunteers, the Volunteer Coordinator will have the opportunity to make a major and lasting impact on our organization. iMentor seeks a dynamic individual with initiative, enthusiasm, and a demonstrated commitment to youth development. This is a full-time position, available immediately.

RESPONSIBILITIES

Working closely with the Director of Volunteers, the VC will be focused on meeting 2008-09 goals for recruiting, screening, training, and supporting incoming and re-enrolling mentors, including:

Mentor Recruitment

- Work with Director of Volunteers to ensure recruiting goals of dedicated, compassionate, and effective volunteers via targeted outreach, web marketing, in-person opportunities, and corporate relationships
- Work with Director of Volunteers to diversify mentor pool across key demographics
- Research, implement, and manage new web-based strategies to target untapped mentor sources

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- Manage the intake and tracking of incoming volunteers through online database and provide weekly reports
- Respond to all volunteer inquiries and provide updates on intake status
- Manage online volunteer website accounts and related listings
- Represent iMentor at volunteer fairs, tables and information sessions

Mentor Training

- Co-facilitate all in-person mentor trainings, empowering volunteers to improve lives of young people
- Maintain accurate and detailed mentor files

Mentor Screening

- Interview prospective mentors to assure mentee safety
- Maintain accurate internal documentation
- Provide Program staff with critical updates on screening procedures

Ongoing Mentor Appreciation and Support

- Manage mentor appreciation projects, annual appreciation event, and monthly mentor networking events
- Provide support to Program Coordinators in facilitating mentor-mentee pairs

Strategic Planning

- Collaborate with iMentor's Program Department on new initiative development, including active and creative contribution to the work of the Program Manager, Volunteer Manager, Director of Curricula, and Managing Director of Programs
- Work closely with Program Coordinators on special projects, including the alumni pairs program, parent outreach and core event planning and staffing

QUALIFICATIONS

- Bachelor's degree required, with focus in education, evaluation, social work, and/or psychology a plus
- One or more years experience in education and youth development required
- A demonstrated ability to connect with diverse populations, including NYC high school students and working professional adults
- Extremely strong writing, verbal, and interpersonal communication skills including: professionalism, humor, empathy, and attention to individual needs
- Proven organizational and administrative skills in a professional setting, including attention to detail, database skills, proficiency with Microsoft Excel and time management
- Personal qualities of integrity, enthusiasm, and commitment to the mission of iMentor and the possibilities of youth mentoring
- Successful candidates should be flexible and creative
- Experience working in racially, ethnically, and socio-economically diverse urban communities strongly preferred

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- Experience working with immigrant communities and bilingual skills (particularly Spanish and/or Chinese), a plus
- Ability to travel throughout the city and to staff events from 6-9 pm on some weeknights and 1-3 on some Saturdays is required (Flex time is offered)

COMPENSATION & BENEFITS

- 30-40K, commensurate with experience
- Comprehensive employer-funded medical and dental coverage
- 12 paid annual vacation days first year, increase second year

HOW TO APPLY

- Please send a detailed cover letter and a resume to jobs@immentor.org indicating "Volunteer Coordinator" in the subject line.
- No phone or fax inquiries will receive a response.

IMENTOR, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

FOR MORE INFORMATION, VISIT: www.immentor.org
