

Boys & Girls Clubs of Greater Memphis

Site Coordinator

Job Description

Position Title: Site Coordinator

Basic Function: The Site Coordinator is responsible to the Mentor Coordinator and has the overall responsibility for the implementation and management of the Mentor Program within their designated club. The Site Coordinator is also responsible for communicating with the Mentors, Mentees and Club Staff; documentation and organization of Mentor/Mentee activities, attendance logs and evaluations; assistance with coordinating and transporting for quarterly off-site activities.

Position Responsibilities:

- Organizes, supervises and evaluates Mentor Program consistent with the policies of the Board of Trustees, President, Vice President of Club Operations, Director of Program Services, and the needs of the participants and the community, while reporting to the Mentor Coordinator.
- Works with the Mentor Coordinator and the Director of Program Services to assist in implementing and evaluating emerging program goals and objectives.
- Complies with the standards set by the Memphis Mentoring Partnership.
- Attend all bi-monthly Lifeline meetings to ensure proper communication and allow for exchange of ideas in order to improve program effectiveness.
- Recruits and collects information on all potential volunteers by promoting the Lifeline Mentoring program within the community in order to maximize services. Utilize the Mentor Inquiry Sheet to collect contact information on all potential Mentors and submit to the Mentor Coordinator by the next business day.
- Under the direction of the Mentor Coordinator, purchases and/or provides the Mentors and Mentees with appropriate resources to implement all program activities (i.e. activity materials and snacks).
- Under the direction of the Mentor Coordinator, coordinates with the Club Directors and Program Directors to facilitate, implement and supervise all on and off site activities.
- Conduct and document face-to-face and/or phone contacts with Mentors and Mentees 2-3 days prior to next program session in order to confirm attendance and to check the progress of the sessions using the Contact Sheet.
- Facilitates resolution of any issues/concerns of the Mentor by immediately notifying the Mentor Coordinator who will follow-up with the Mentor within one business day.
- Facilitates and assists in resolution of any issues/concerns of the Mentees in conjunction with the Club and/or Program Director by meeting with the Mentee. These sessions must be documented and reported to the Mentor Coordinator.

- Collects and maintains statistical records in order for administrative bodies to conduct outcome studies relative to the effectiveness of the Mentoring program, including: Mentor/Mentee Contact Sheet, Tracking Log, Youth Success Report, etc.
- Obtain report cards/progress reports on all Mentees, place copy in file, & give to Mentor.
- Interviews and screens all potential new Mentees referred by the Club and/or Program Directors using the Mentee Questionnaire and the Interest Survey.
- Transports Mentees for bi-monthly off-site activities
- Assists Site Coordinators in other clubs with monitoring and supervision of activities, as well as transportation as needed.
- Other duties as assigned.

Qualifications:

- Adequate education and experience in a youth-related field as evidenced by either:
 - A High School Diploma or GED with a minimum of one year of direct work experience with children and/or adolescents; or
 - Pursuing a post-secondary degree in a youth-related field with a minimum of 6 months of experience.
- Must be at least 21 years old.
- Have reliable transportation; possess a valid driver's license and a good driving record.
- Good written and verbal communication skills.
- Good organization skills and attention to detail.
- Ability to interact professionally with Club Staff, Club Members, parents and volunteers.
- Proficient in Microsoft Word and e-mail usage.
- Flexible work hours.
- Ability to take direction and constructive criticism
- Responsible and reliable.