



Job Description

Position: My Mentor My Friend Outreach Specialist
Reports To: My Mentor My Friend Program Coordinator
Hours & Wage: Part time (10-15 hours per week); Hourly at \$12.00 per hour

Summary of Position: Assist Greater Cleveland Volunteers' My Mentor My Friend in achieving mentoring program goals in select Cleveland Metropolitan Schools. Promote volunteer mentor program in the community. Strengthen program success in the areas of volunteer mentor recruitment and parental engagement. Coordinate student referral and parent permission process.

Responsibilities include:

- Assisting with mentor recruitment process.
 - Contact potential recruitment sources to provide program information
 - Attend recruitment events if needed (agency volunteer orientations; community events, etc.)
 - Communication with potential mentors; phone screening; mailing applications.
- Implementing parental engagement plan
 - Assist in further developing program materials to increase parental understanding, involvement, feedback (permissions, information, surveys, etc.)
 - Contact parents of referred students to confirm interest, answer questions, obtain parental permission
 - Contact parents of participating students to encourage visits, obtain feedback, provide information
- Working with school staff and/or parent organizations to
 - promote awareness of program via meetings, newsletters and recognition events
 - increase knowledge of school and classroom events, activities, and schedule changes
- Maintaining confidential records of parental contacts, student referrals, and other program information.
- Attending agency staff meetings as required.
- Other duties as assigned

Qualifications:

- Required: Excellent verbal and written communication skills; ability to work well with diverse populations; administrative ability and proficiency in Microsoft office computer programs; ability to lift and transport supplies and materials to and from schools; valid driver's license and automobile insurance and access to an automobile during working hours; ability to work occasional evenings and weekends. Must pass criminal background check.
- Preferred: Associates Degree. Minimum of two years' experience working with parents, students, or volunteers in an urban school setting. Experience working in a nonprofit organization. Familiarity with the Cleveland area and Cleveland schools.

Interested candidates should send a resume and cover letter via email to:

Carol Hasek, Coordinator
My Mentor My Friend
chasek@greaterclevelandvolunteers.org

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Greater Cleveland Volunteers

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