



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **TWIN PIKE FAMILY YMCA**

### **YMCA JOB ANNOUNCEMENT**

Job Title: Reach & Rise Group Mentoring Coordinator  
Status: Non-Exempt  
Status: Part-Time  
Competency Level: Team Leader

Reports To: Executive Director

Start Date: April 2018

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#### **POSITION SUMMARY**

Under the supervision of the YMCA CEO, the Reach & Rise Group Mentoring Coordinator is responsible for oversight and implementation of the YMCA's National Reach & Rise Group Mentoring Program at a the Twin Pike Family YMCA association. The Group Mentoring Coordinator has a background in mental health or social work and will establish the Reach & Rise Group Program Model by recruiting, training, and matching volunteers, as well as responsible for managing risk. They ensure uniformity of training curriculum, data collection, outcome objectives, and ongoing clinical support.

The Reach & Rise Group Mentoring Coordinator will travel to Chicago to attend a three day training and orientation session on the program model.

This position is concerned with the delivery and coordination of services in the community. To this end, the Group Mentoring Coordinator must have the interpersonal skills to interact with volunteers, youth, and the community. The Coordinator effectively manages and ensures compliance with all aspects of the grant and the partnership agreement with the Y USA. Program development and management skills required. The Coordinator ensures that all goals and objectives are met for the program in their association and must have the ability to clearly document outcomes and data per program protocols.

#### **MINIMUM QUALIFICATIONS**

Education: Master's Degree in Social Work or Counseling preferred. Education in related field with experience and education in group work will be considered in lieu of specific degree program.

Availability: Some evenings and weekends

Related Experience: Group facilitation

This position requires experience working with the target population plus a master's degree in social work or counseling or currently in a master's program. The incumbent must possess a variety of skills to include written and oral communication and the ability to effectively deliver services through a variety of systems.

Plus:

- Experience implementing and delivering a program by following specific program model, curriculum and guidelines
- Experience facilitating and managing a psychoeducational or counseling group
- Experience recruiting, training and managing volunteers
- Collecting and reporting accurate and timely data and submitting of all mentor/mentee – related records and documents
- Comply with the legal standards for mandated reporting

- Work with all YMCA partners to ensure positive and consistent relationship
- As needed, attend regular meetings with volunteers, families, and with staff from schools and/or community based organizations
- Provide input as to how the mentoring program can better reflect the cultural diversity of the children and families in the respective YMCA regions.
- Attend all required training as required by the YMCA of the USA
- Actively participates in YMCA events and activities and adheres to the YMCA Core Values
- Develop an approved plan for professional development.
- Other duties as specified by the Reach & Rise National Director(s)

#### WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. A pre-employment drug test, background check, fingerprinting and DMV driving record check must be completed and passed prior to a formal job offer being made.
- You must be able to access transportation, or drive to group mentoring sites for supervision of the program. Employees who drive as part of their employment must pass the YMCA's liability insurance provider's driving record check and/or underwriting.

#### ESSENTIAL FUNCTIONS

1. **Attend** staff meetings and trainings as required.
2. All other duties as assigned by your supervisor.
3. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
4. **Demonstrate** the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
5. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.

### Resume and Salary History Requested

#### HOW TO APPLY

Email: [twinpikeymca@sbcglobal.net](mailto:twinpikeymca@sbcglobal.net)

#### Deliver Application to:

Twin Pike Family YMCA 614 Kelly Lane, Louisiana, MO 63353

#### Application Deadline:

March 21, 2018