

## **Reach & Rise™ Mentoring Program Director**

The Reach & Rise™ Mentoring Program Director will be responsible for oversight and ongoing development and implementation of the YMCA's National Reach & Rise™ Mentoring Program under a two year grant, funded by YMCA of the USA/Office of Juvenile Justice and Delinquency Prevention at the Twin Pike Family YMCA.

**YMCA** – Twin Pike Family YMCA

**Location** – Louisiana, MO

### **Job Description**

Under the direction of the Executive Director, and with guidance from the Board of Directors, the Association Director must have the skills to interact with youth and the community and manage and ensure compliance with all aspects of the grant and the partnership agreement with the Y USA. Contract and budget management, organization/systems management, and program development skills required, as well as experience working with the target population. Excellent written and oral communication skills and the ability to effectively deliver services through a variety of systems is a must. Must have experience implementing and delivering a program by following specific program model, curriculum and guidelines. Job duties include the completion of a significant amount of required paperwork, per the partnership agreement and as specified by the OJJDP grant requirements. The Director must provide accurate, timely completion and submission of all mentor/mentee related records and documents, conduct comprehensive assessments and implement the mentee growth plans, utilizing various intervention methods and techniques, while complying with the legal standards for mandated reporting. This position will work with YMCA partners to ensure positive consistent relationship exist between mentors/mentees by conducting/attending regular meetings with volunteers, families, and staff from schools/community based organizations. The Director will also focus on developing the program to reflect the cultural diversity of the children and families in the YMCA's service area. The Director will attend required training, participate in YMCA events/activities and adhere to the YMCA Core Values. The Director will be responsible for developing a plan for professional development, as well as complete other duties as specified by the Reach & Rise National Director. Some evenings and weekends are

required. You must be able to travel to all program activity sites. Fingerprints will be taken upon commencement and may be rechecked every two years. The successful candidate must have the ability to perform the essential functions of the job with or without reasonable accommodations. Must pass pre-employment drug test, fingerprint clearance from the Department of Justice and insurance driving record check.

### **Qualifications**

This position requires a Master's degree in social work/counseling, education or closely related field, and requires 2-3 years previous experience with the YMCA or a similar community service agency, preferably managing services at multiple program sites. Successful applicant will have volunteer recruitment and management experience. The ability to relate to all age groups is essential and specifically to the developmental needs of youth. Experience with fiscal management and program development is also important. The need exists to be current with community trends, highly motivated, mission-driven and a team player. Due to the diversity of responsibility, a high degree of organizational ability is needed. Strong skills are necessary in supervision, management, expense control, public relations, promotion, communication skills, and record-keeping.

### **Essential Functions**

- Recruits, screens, selects, trains, supervises and evaluates adult volunteers who will act as mentors.
- Interprets organizational goals, objectives and policies to the community and constituency.
- Evaluates programs and recommends changes based on compatibility with the organization's goals. Is responsible for the development of new program thrusts.
- Prepare reports as required.
- Oversees compliance with grant-approved, department budgets. Administers and controls the designated budgets, including meeting income targets and expense control, in consultation with Executive Director.
- Shares responsibilities for supervision, public relations, planning and promotions as agreed, including assessment and expansion of the Reach & Rise™ Mentor program.
- Supervises and is accountable for department equipment and facilities, including applicable off-site activities and events related to the Reach & Rise™ program.
- Assists in Annual Fundraising Campaigns and other center and association activities as assigned.

- Directs and organizes department program activities compatible with the organization's goals.
- Provides direct leadership to mentors, mentees and the mentee's family, as agreed upon with the Executive Director.
- Involved with other community groups in identifying and responding to community needs and issues, as related to the Reach & Rise™ program.
- Assists with any other projects or activities as may be assigned.
- Excellent organizational skills and demonstrated follow through on tasks; multi-project/task orientation, conflict resolution skills.
- Ability to work independently and produce results with minimal supervision.
- Proven ability to work with people from a variety of different ethnic, socioeconomic, educational, religious, sexual, and generational backgrounds.
- Strong written and verbal communication skills.
- Knowledge of case management techniques and processes, professional demeanor, pleasant personality, and a sense of humor.
- Must pass pre-employment drug test, fingerprint clearance from the Department of Justice and insurance driving record check.

### **Required Certifications**

This position requires a Master's degree in social work/counseling, education or closely related field, and requires 2-3 years previous experience working at, or with, the YMCA or a similar community service agency, preferably managing multiple programs/services.

### **Salary**

\$38,000.00 - \$40,000.00

### **How to Apply**

E-mail resume to: **[twinpikeymca@sbcglobal.net](mailto:twinpikeymca@sbcglobal.net)**

Or mail to: Twin Pike Family YMCA  
614 Kelly Lane  
Louisiana, MO 63353

Resumes Accepted Until 10/31/2018