

**PETALUMA PEOPLE SERVICES CENTER**

Job Description

JOB TITLE: School Site Coordinator

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**EXEMPT (Y/N):** No

**LOCATION:** 426 8th St. Petaluma

**PREPARED BY:** Director of Youth Programs

**APPROVED BY:** Executive Director

**DEPARTMENT:** Youth Program

**SUPERVISOR:** Director of Youth Programs

**DATE:** 8/18/2020

**UPDATED:** 2020

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**GENERAL PURPOSE:** Represents and oversees the daily operations of the PPSC Mentor Me program at assigned school sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Oversees the PPSC Mentor Me program at assigned school sites, including keeping accurate records and collecting relevant data.
- Maintains Mentor Centers on school campuses where applicable, to the standards set forth in the School Site Coordinator Manual.
- Participates in program wide activities including new mentor recruitment, mentor training, team meetings, and fundraising efforts.
- Acts as an ambassador in the community and raises awareness about the importance of youth mentoring.
- Uses assigned MM email address for ALL work-related communication and responds to emails within 2 business days.
- Maintains a physical presence of a minimum of 30% of paid hours at each assigned school site(s). This requirement does not apply during the coronavirus pandemic.
- Maintains a minimum of once monthly communication with school principal(s) and reports MM program status.
- Communicates at least once monthly with school staff, including front office, counselors and teachers.
- Communicates at least once monthly with active mentors, mentees and waitlisted students.
- Works to grow the Mentor Me at each assigned school site by soliciting student nominations and recruiting new mentors.
- Assists in training new SSCs as needed.
- Performs other tasks as assigned by management or as needed.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge, Skills, and Abilities:**

- Excellent time management and multi-tasking skills.
- Excellent documentation and record-keeping abilities.

- Understands and adheres to all policies and procedures as outlined in the Employee Handbook.
- Stays current about best practices in youth mentoring.
- Is versed in the “Mentoring for Success” model.

**EDUCATION AND/OR EXPERIENCE:**

- Two or more years increasingly responsible experience in mentoring or other youth-oriented program coordination.
- Excellent written and verbal communication skills.
- Proficiency in speaking and writing Spanish preferred.
- Must have physical ability to actively complete all job duties.
- Must pass criminal background check.
- Must have a valid driver’s license and own transportation.
- Proven organizational skills.
- Demonstrated skills with various computer applications, including One Drive and Microsoft Office.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic math.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

**PPSC is an equal opportunity employer.** It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, color, national origin, ethnicity, age, gender, sexual orientation, religion, political affiliation, marital status, veteran status, genetic information, physical disabilities or medical condition (i.e., AIDS or ARC-related or cancer) or any other category protected by Federal or State law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

**\*Please note that due to COVID-19 safety precautions and state, city, and district guidelines, work will be done remotely whenever possible until further notice.**