



JOB TITLE: BILINGUAL SCHOOL SITE COORDINATOR
FLSA STATUS: Exempt; Full-Time (40 Hours/Week)
COMPENSATION: \$21/Hour
ACCOUNTABLE TO: Director of Youth Programs
SUPERVISES: Volunteers
APPLY BY: 07/29/2021
SUBMIT: Cover Letter and Resume to devin@petalumapeople.org

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Oversees the PPSC Mentor Me program at assigned school sites, including keeping accurate records and inputting relevant data in our database.
- Maintains Mentor Me Centers on school campuses where applicable, to the standards set forth in the School Site Coordinator Manual.
- Participates in program wide activities including, mentor roundtables, new mentor recruitment, new mentor training, and fundraising.
- Acts as an ambassador in the community and raises awareness about the importance of youth mentoring.

SPECIALIZED TRAINING/SKILLS, EDUCATION & EXPERIENCE REQUIREMENTS:

- Two or more years of prior mentoring experience or other youth-oriented programming.
- Prior experience successfully managing a caseload.
- Fluency in Spanish and English.
- Proficiency in Microsoft Suite, Google Suite, and database management.
- Excellent time management and multi-tasking skills.
- Excellent documentation and record-keeping abilities.

COMMUNICATION AND REPORTING

- 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.
- Uses assigned email address for ALL work related communication and responds within 2 business days.
- Maintains a minimum of once monthly communication with school principal(s) and provides an updated program status, including relevant data and information.
- Communicates monthly with school staff, including front office, counselors and teachers.
- Communicates monthly with active mentors, mentees and waitlisted students.
- Grows Mentor Me at assigned school sites by soliciting student nominations and recruiting new mentors.
- Encourages donations from school community.

COMPLIANCE

- Understands and adheres to all policies and procedures as outlined in the Employee Handbook.

KNOWLEDGE

- Stays current about best practices in youth mentoring.
- Familiar with positive youth development approaches.

GENERAL

- Performs other tasks as assigned by management or as needed.



- Assists in training new School Site Coordinators as needed.
- Translation support (up to 15% of time).

TOOLS & EQUIPMENT USED:

- Extensive use of telephone and personal computer; photocopy machine, printer and fax machines.

ADA COMPLIANCE - PHYSICAL, ENVIRONMENTAL, COGNITIVE & PSYCHOLOGICAL REQUIREMENTS:

- **Physical:** Regularly sits up to 2-3 hours per day. Gets up and down frequently throughout the day to interface with others. Must have excellent hearing, speech and writing capabilities.
- **Environmental:** Works alone, with and around others. Works mostly inside (and from home during the coronavirus pandemic). Work environment is moderately noisy. Distractions are regular.
- **Cognitive:** Required to read, write, compile, sort and analyze simple to moderately complex information. Independently assesses workload and prioritizes activities. Very strong organizational and planning skills. Able to communicate and resolve semi-complex problems independently. Excellent listening skills and ability to perform tasks requiring great attention to detail. Uses judgment and initiative, within defined limits of discretion, in making recommendations and decisions.
- **Psychological:** Strong interpersonal and communications skills to deal with emotional, demanding or difficult people and/or situations. Regular exposure to high-stress situations with demands, deadlines, shifting priorities and multi-tasking. Excellent teamwork and proactive group participation are a necessity.
- **Accommodation Recommendations:** A person in a wheelchair can perform in this position with assistance from other staff for some activities.

BENEFITS:

- Paid sick time, vacation and holidays.
- Comprehensive benefits package, including medical, dental, and vision coverage, employee assistance program, flexible spending account (FSA), long-term disability insurance, and a 403(b) plan.

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. Once we have returned to working in-person, this position will be based out of school and community sites throughout Petaluma.