

Job Description

Pathways Mentor Coordinator

Education Department

Reports to: Site Director

Job Summary: The Pathways Mentor Coordinator develops, implements, and supervises the programs of the education department to ensure that strategic goals are met. Our objective is to provide positive mentoring relationships, academic assistance, and life skills development to prepare members for a successful post-secondary transition.

Summary of essential job functions

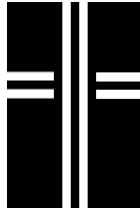
- Manage educational programs including Pathways Mentorship program, educational programming (tutoring, book clubs, etc.), college tours, and summer camp
- Participate in the life of affiliated schools and communities, including but not limited to: lunches, classrooms, extracurricular functions, and sporting events
- Recruit, screen, train, and match both volunteers and students according to program needs; represent STREETS at recruitment events
- Facilitate, monitor, and support mentor/mentee relationships
- Be a friendly, available, and attentive face for both mentors/mentees
- Plan cultural, academic, and community service opportunities off site to increase student exposure
- Research and provide resources for Pathways participants suited to their needs, such as: bible study material, emotional health intelligence activities, and college/career readiness worksheets
- Send out weekly emails to mentors to thank them, encourage them, and remind them of upcoming events for Pathways participants
- Communicate with parents frequently to thank them, encourage them, and remind them of upcoming events for Pathways participants
- Communicate with students building-wide about the opportunity to be a part of the Pathways program and other programs STREETS offers
- Plan and lead mentor equipping dinners, mentor appreciation events, celebrations, and bonding events for mentors/mentees
- Facilitate diagnostic exams and weekly tutoring to monitor student academic growth
- Recruit, interview, and hire tutors and education interns; train and lead education interns
- Create and maintain Pathways annual budget
- Perform additional duties as required

Minimum Requirements

- College degree preferred
- Must possess passion for the mission of STREETS Ministries
- Maintain the highest moral integrity in personal and professional life
- Agree to STREETS Ministries' Statement of Faith
- Must be authorized to work in the United States and pass a background check

STREETS MINISTRIES

P.O. Box 42181 • Memphis, TN • 38174-2181
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**Abilities Required**

- Ability to communicate effectively
- Eagerness to perform contact work in the neighborhood
- Must possess strong organizational skills
- Ability to work independently and as part of a team
- Flexibility in scheduling with occasional evening or weekend work
- Position may require occasionally lifting objects 10 to 25 lbs.

Environmental and Working Conditions

- Both office-oriented work and involvement with youth recreation programs
- School campus during school lunch, special programs and projects
- Travel requirements: local events as needed

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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