



## **JOB DESCRIPTION: Youth Mentoring & Volunteer Programs Coordinator**

**Title:** Youth Mentoring & Volunteer Programs Coordinator

**Reports To:** Mentoring & DC Programs Manager

**Type:** Full-Time; Exempt

**Location:** Washington, DC

**Areas of Focus:** Education, Youth Development

**Compensation:** \$35,000 per year, plus benefits

Asian American LEAD's mission is to support low-income and underserved Asian Pacific American youth with educational empowerment, identity development, and leadership opportunities through after school, summer, and mentoring programs. For more information, please visit our web site at [www.aalead.org](http://www.aalead.org).

**Position Summary:** The Mentoring & Volunteer Programs Coordinator will lead the execution of AALEAD's youth mentoring and volunteer programs. This position is part of a dynamic team that is committed to providing opportunities and support for low-income Asian Pacific American youth. This position will report 40 hours per week and will be based out of the AALEAD DC office with occasional work days from AALEAD's offices in Rockville, MD and Annandale, VA. The position reports directly to the Mentoring & DC Programs Manager.

### **Duties and Responsibilities:**

#### **Youth Mentoring Program**

- Support the organization and documentation of the Youth Mentoring Program.
- Lead the implementation of the Youth Mentoring Program including the recruitment, screening, training, matching, monitoring, and closing of mentor and mentee pairs.
- Develop and maintain strategic partnerships with key organizations and individuals to ensure a pool of dedicated mentors and resources for youth and families.
- Conduct outreach activities to families, communities, and schools to support mentee recruitment.
- Participate in Mentoring Program budget process and monitor program budget.
- Document mentor and mentee demographic and outcome data and interaction case notes into MentorCore to ensure program sustainability and measure program outcomes in participants.
- Oversee and monitor on-going mentor-mentee relationships and provide continuous one-on-one support
- Organize events and outings for mentors and mentees relevant to relationship building or AALEAD's outcome areas of Educational Empowerment, Identity Development, and Leadership
- Develop and implement recognition activities for mentors such as special events, awards, gifts, etc.
- Other duties as assigned.

#### **Volunteer Program**



- Lead/Support the organization, documentation and implementation of the Volunteer Programs
- Conduct recruitment, screening, training and placement of volunteers
- Facilitate volunteer information sessions, orientation, and on-going training for volunteers
- Document volunteer hours into MentorCore
- Oversee volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Other duties as assigned.

**Required Qualifications:**

- BA/BS in education, social work, liberal arts, or related field
- Sensitivity to the needs of immigrant children and families
- Excellent oral and written communication skills (public speaking experience preferred)
- Organized and attentive to details
- Time management and ability to multitask
- Ability to work independently and in teams
- Self-awareness and cultural humility
- Direct experience working with youth or teaching
- Ability to navigate difficult conversations and topics with adults and youth
- Access to reliable vehicle and/or mode of transportation is a plus.
- Ability to work Monday-Friday schedule; flexibility to work weekends, evenings, and holidays
- Fluency in an Asian language is preferred

How to Apply: Please submit a thoughtful cover letter and resume by August 23, 2019 to AALEAD's Executive Director, Neel Saxena, at [nsaxena@aalead.org](mailto:nsaxena@aalead.org). In your email, please type "Application for Mentoring & Volunteer Programs Coordinator" in the subject line.