



MENTOR PROGRAM COORDINATOR

POSITION DESCRIPTION

At Olalla Center, we believe all people are stronger with the support of a caring community, culturally appreciative services, and a connection to the natural world.

Our **Mentor Program Coordinator** supports Olalla Center's mission of creating a safe and welcoming environment for clients, employees, and the community. Olalla Center celebrates and honors the uniqueness and diversity of all individuals. We promote health equity and inclusivity in all services, outreach activities, and programs throughout Lincoln County, Oregon.

TITLE: Mentor Program Coordinator

REPORTS TO: Walden Program Manager

STATUS: Hourly

SCHEDULE: Full-Time - Monday-Friday, including occasional evenings and weekends.

LOCATION: During the COVID-19 pandemic, the majority of our programming has been virtual, however, members of the Administrative Support Team are required to work on site and in compliance with COVID-19 restrictions and guidelines so there is a physical presence to greet clients, visitors and handle day to day tasks.

VACCINE POLICY: Olalla Center is considered to be an educational and healthcare facility and falls under State mandates for health and safety. Therefore, any employees working for Olalla Center must be fully vaccinated (and masked) while in our on-site work environment in accordance with all current mandates and laws in effect at the time of employment.

SALARY RANGE: \$18.00 - \$23.00 per hour starting range depending on experience.

BENEFITS: Olalla Center offers a full complement of benefits, including these options:

- Health insurance (begins after 30 days)
- Dental insurance
- Vision insurance
- Retirement plan
- Discretionary Paid Time Off (200 Hours Per Year - including Holidays)
- Sick Leave (40 Hours Per Year)
- Short Term & Long Term Disability
- Flexible Schedule



About Olalla Center

Olalla Center is a 501(c)3, non-profit organization based in Lincoln County, Oregon, with a mission of helping to strengthen and heal individuals, families, and our community. For over 40 years, Olalla Center has operated on the core philosophy that you cannot have good health without a good community. As such, we have focused our efforts not just on individuals and their families, but on the idea of village-building; creating social supports to help ensure life wellness.

KEY AREAS OF RESPONSIBILITY:

- ★ Work as part of a team to develop a new mentorship program.
- ★ Create mentor-child matches and facilitate match meetings.
- ★ Responsible for volunteer mentor recruitment and supervision.
- ★ Provide comprehensive assessments for volunteer and child participation in the program based upon assessments of each individual.
- ★ Maintain consistent contact with all members of the match party to ensure match safety and effectiveness.
- ★ Develop strategic interventions to identify and strengthen match relationships that require extra support.
- ★ Coordinate healthy youth activities for children waiting to be matched and for group mentoring opportunities.
- ★ Maintain accurate and timely records for each individual and match.
- ★ Continually assess the match relationship focusing on: child safety, relationship development, positive youth development and volunteer satisfaction.
- ★ Develop and maintain strong relationships with school/site partners.
- ★ Work closely with school/site personnel to obtain client referrals and permission forms.
- ★ Build and manage community contacts and relationships.
- ★ Responsible for the program budget and program development.

COMPETENCIES / ABILITIES:

- ★ Excellent written and verbal communication and interpersonal skills with people at all levels and in all settings relevant to the mission of the Olalla Center.
- ★ Attention to detail and organizational skills required; ability to manage multiple projects with confidence and meet deadlines.
- ★ Ability to work independently at times as part of a highly collaborative, professional team; with some work remotely or on site.



- ★ Understand, value, and respect diversity.
- ★ Demonstrate professionalism, good judgment, and comply with confidentiality policies.
- ★ Must be able to obtain and maintain CPR & First Aid certifications.
- ★ Must be able to meet requirements to pass a Criminal Background Check and receive and maintain a Fingerprint Clearance Card.
- ★ Competency in computer applications **Required:** Google workspace: Docs, Sheets, Slides, Drive, Forms and Gmail; Zoom. **Preferred:** working knowledge of Microsoft Office Suite. Ability to design flyers in Canva (or similar graphic design program) and social media posts is a plus.

TRAVEL: Ability & willingness to drive your own reliable vehicle to and from work with occasional travel to various locations within Lincoln County. Mileage reimbursement is available.

QUALIFICATIONS, EDUCATION & EXPERIENCE :

The ideal candidate has ...

- ★ Bachelor's Degree in Social Work, Human Service, Public Health, Psychology or related field.
- ★ Experience working with children, families and volunteers.
- ★ Excellent organizational, time management skills, verbal and written communication skills.

INSTRUCTIONS – HOW TO APPLY

A complete application contains **the following items:**

- ★ Olalla Center employment application located at :
www.olallacenter.org/employment-opportunities
- ★ Background check form www.olallacenter.org/employment-opportunities
- ★ A Comprehensive Resume
- ★ (Cover Letter optional)

Completed applications should be emailed to: jobs@olallacenter.org with the “Mentor Program Coordinator Application” in the subject line.

DEADLINE: Open until filled. Applications will be reviewed and interviews scheduled as applications are received. Don't miss out! Apply today.



Olalla Center greatly values experience and acknowledges that not everyone has had equitable access to educational and/or professional opportunities. Even if you do not feel you meet each and every criteria, please apply! You might be just the person we are looking for, or a good fit for another job opportunity.

Applications will not be accepted through any other means. **Incomplete applications will not be considered.**

What we ask of all candidates:

The ability to relate respectfully with people of diverse backgrounds and ages, and to utilize equitable practices.

Excellent and respectful interpersonal and communication skills with a good sense of humor!

Ability to work independently and collaboratively with others, including with team members, staff, volunteers, board, and community partners.

Strength in fostering a positive, inclusive, and collaborative work culture that attracts, keeps, and motivates a diverse staff.

Current valid driver's license, safe driving record, and willingness to operate agency vehicles preferred.

Ability to lift up to 30 pounds required for special events, child safety needs, etc.; unless reasonable accommodation is required.

Full background check.

Olalla Center is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status. We fully embrace mutual respect, civility, inclusivity, equality, and diversity in the workplace and beyond.