

WE'RE HIRING!

POSITION: MENTOR PROGRAM ADVISOR, YP365

The Vail Valley Foundation (VVF) and YouthPower365 are seeking a Mentor Program Advisor (MPA) / Career & Counseling Advisor (CCA) that will be responsible for the direct support and monitoring of a caseload of up to 75 students and their mentors, group mentoring through PwrHrs at the middle school level and college and career advising for students enrolled in YP365 programs upon request. This includes ongoing contact with both students and mentors, advising and guiding student/mentor teams, providing internal and external resource referrals, and completing documentation in a timely manner. The MPA/CCA is expected to participate in the pre-match process. This includes student and mentor interviews, mentor training, student and parent orientation, and matching students with mentors. This position will also be expected to participate in Mentor Programs and YouthPower365/Fulfillment Fund events, sometimes assisting with coordinating aspects of these events.

WHAT IS VVF?

*Founded in 1981, the **Vail Valley Foundation (VVF)** was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 64 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*



Student/Mentor Support Responsibilities:

- Maintain a caseload of up to 75 students and their mentors & coordination of group mentoring.
- Monitor the student/mentor relationship to assure it is safe and effective (monthly).
- Provide support for parents, students and mentors to assure the relationship is successful, troubleshooting problems as they arise.
- Intervene in student/mentor relationships and update parents as needed.
- Provide crisis counseling to students and refer to appropriate external resources as needed.
- Partner with other Fulfillment Fund service areas to assure students and mentors are receiving necessary assistance in regards to college access goals and regional services.
- Participate with mentors and students for college counseling, financial aid, and career counseling sessions provided by Fulfillment Fund & monthly staff meeting.
- Encourage student/mentor teams to participate in departmental and organization-wide events and activities.
- Participate in and run/lead departmental and organization-wide events and activities relevant to their focus areas.
- Coordinate and conduct closures meetings for dissolved student/mentor relationships and keep records on all interactions and actions.

ADDITIONAL RESPONSIBILITIES:

- Conduct mentor and student interviews to determine appropriateness for mentoring.
- Facilitate student and parent orientations.
- Participate in processes to determine student/mentor matches.
- Coordinate and conduct student/mentor matches.
- Facilitate mentor training.
- Mandated child abuse reporter.
- As needed, assist in tasks related to appropriate mentor screening.
- Work closely with other YouthPower365 service providers around specific students' needs.
- As needed, collect information and perform tasks related to assisting the development department in their fundraising and communication efforts.
- As needed, develop and maintain relationships with relevant school personnel at each school assigned.
- Maintain thorough, appropriate documentation of case management contact and activities.
- Maintain accurate database records on all students, mentors, and processes for caseload.
- As needed, collect mentor/student reports and any updated information.
- Assure caseload's files are complete and up to date.
- Participate in bi-weekly case management meetings and bi-weekly staff meetings.
- As assigned, support processes established to collect and/or analyze data for program outcomes (e.g., student/mentor progress, culmination interviews, parent evaluations, etc.)
- As needed, perform additional tasks to assure effective day-to-day operations.
- Maintain & monitor impact and yearly goals.

REQUIREMENTS:

- BA/BS in social work, psychology, education, counseling or related field.
- Prior case management, counseling, or teaching experience.
- Direct service experience with youth.
- PPS desired, but not required.
- Experience with diverse populations and low-income families.
- Strong computer skills, database experience preferred.
- Experience working with adult volunteers preferred.
- Volunteer management skills preferred.
- Bilingual Spanish/English preferred.
- Schedule varies and may require work on nights and weekends.
- Must possess a valid Colorado Driver's License and be able to successfully pass a background check.

BENEFITS AND COMPENSATION:

This is a salaried, full time year-round position eligible for all VVF employment benefits.

TO BECOME A CANDIDATE:

Please send a cover letter, resume and references to jobs@vvf.org

This job description is not an exhaustive list of duties; additional duties may be assigned.

