



## **Mentoring Program Coordinator March 2018**

Unison Housing Partners (Unison) is empowering people and strengthening communities in Adams County as a progressive housing authority built to address 21st century challenges. We are focused on ending the cycle of generational poverty by providing individuals and families with access to affordable housing, support programs, and by engaging in socially conscious community development. We collaborate with nonprofit organizations, government agencies, the private sector, property owners, housing providers and the community to ensure stability and economic self-sufficiency are achievable goals for all Adams County residents.

The Unison Community Services Department seeks a dynamic, team focused, and outcome driven person to join our team. The Mentoring Programs Coordinator will recruit, screen, train, support, supervise, and track volunteer mentors. They will assist partner staff in creating systems for supporting and managing mentors. The Coordinator will provide oversight of the mentor /youth matches and monitor the progress of the matches towards meeting identified goals for each youth.

### **Key responsibilities include:**

- Perform bi-weekly programming with mentors and youth.
- Communicate effectively with parents/families, mentors (both written and orally), and engage them in activities related to the Unison Mentorship Program.
- Perform orientation and training for all volunteer mentors, parents, and youth.
- Perform all mentor and youth recruiting, screening, and training for mentoring program.
- Supervise and support all mentor matches and report to program manager about mentor and student recruitment goals.
- Keep the Manager of Community Services informed of unusual events and/or crises as they arise.

### **Education/Experience:**

Bachelor's degree (B. A.) is preferred from four-year College or University; or one to two years related experience and/or training; or equivalent combination of education and experience. Master's degree in a field appropriate to the area of assignment is desired. Or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities has been achieved; Bilingual (English/Spanish) a plus.

### **Youth Programing:**

Experience working with "at risk" youth, youth who are at risk of delinquency; and partnership building with neighborhood schools, and youth serving organizations is preferred. Experience with youth program development and facilitation, and volunteer/mentoring programs is preferred.

Please submit cover letter, resume and salary requirements to:  
Arrah Gallaher

[agallaher@unisonhp.org](mailto:agallaher@unisonhp.org)

Compensation: **\$45,000-\$47,000 per year**

Unison Housing Partners offers competitive compensation and an excellent benefit package, which includes medical, gap insurance, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association.

Unison provides, to the great extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.