



Mentor Tutor Connection

Helping students achieve their potential and thrive

Job Title: Mentor Program Manager 15-20 hour work week, 40-week year
Reports to: Director of Programs

Position Description

The Mentor Program Manager makes and maintains matches between students who are eligible and qualified for MTC's program with volunteers who have been approved through MTC's mentor screening processes. This position focuses primarily at Alta Vista High School in Mountain View, but may also support matches at other schools within the MVLA district. The MPM will support MTC through programs or projects such as website enhancements, social media, or others as requested.

Roles

- Interact positively with all constituents – volunteers, students, school staff, MTC staff and board, and the community
- Engage with other MTC program managers and staff as a valued member of a small team
- Contribute to an inclusive culture that values and promotes equity and diversity in all aspects of our work and that demonstrates daily that every young person is respected and valued.
- Promote the visibility of MTC and its mission to schools and community
- Efficiently conduct MTC operations to maximize resources
- Embrace continuous improvement goals with an eye on quality and increasing MTC's impact
- Interact with school administrators as an important partner and respectful "tenant" on school campus

Major Responsibilities

Mentees

Recruit, interview, screen and enroll students to be mentored through MTC

- Recruit students by making presentations to support classes, and through referrals from administrators, CHAC counselors, teachers, secretaries, counselors, parents
- Interact with school staff to determine student suitability for program
- Interview students, fill out mentee interview form, get signed permission form and photo release from parents

Mentors

Interview and train MTC-approved volunteer mentors

- Interview prospective mentors to confirm suitability and understand interests to enable a good match
- Train prospective mentors (New Mentor Training), as well as create and administer ongoing training

Matches

Make and support matches between mentors and mentees

- Match mentors one-to-one with mentees with best “fit” in mind, in a timely manner
- Facilitate introductory meeting
- Provide follow up communication, training, support, and problem solving to mentors and mentees throughout relationship

Other MTC Program Support

- Administer surveys to document and measure program results
- Maintain database to collect mentor and mentee information on a timely basis and provide status summaries as requested
- Attend MPM, Programs Committee, and one-on-one meetings
- Participate in training and recruiting events as needed
- Provide information about mentors and mentees for reports and marketing purposes as requested
- Participate in professional development, if recommended

Job Requirements

- Excellent interpersonal skills as well as demonstrated ability to interact with and motivate people from various age groups, cultures, and backgrounds
- Excellent organizational skills
- Effective oral and written communications
- Demonstrated ability to work independently and proactively in a flexible, part-time work environment
- Proficient computer skills including email and word processing, and electronic database entry and record keeping

Education and Experience

- Bachelor's degree or equivalent
- Experience in education or the school environment is preferred
- Counseling or social services background is a plus
- Spanish language proficiency is a plus

MTC is an equal opportunity employer and makes employment decisions based on merit. MTC policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

**Please send resume and cover letter by Feb. 8, 2022, to:
info@mentortutorconnection.org.**