



# Mentor Tutor Connection

Helping students achieve their potential and thrive

## Announcement of Job Opening Mentor Program Manager Mountain View Los Altos Union High School District

**Introduction:** Mentor Tutor Connection (MTC) works to enhance the academic, social, and emotional growth of students in the local community by cultivating meaningful connections with adult volunteer mentors and tutors. MTC does this by recruiting, training, and supporting the efforts of our volunteers and by working in partnership with the local Mountain View and Los Altos school districts.

**Position:** The Mentor Program Manager (MPM) is a part-time position (15-20 hours per week), hybrid between working at home and on school campus assigned to one high school in the district. The position follows the school calendar (approx. 40 weeks per year with minimal hours over school breaks). The MPM is responsible for creating and overseeing matches between volunteer mentors and eligible students for the program. On average, the MPM manages between 35 to 55 matches at their assigned high school each school year.

### Responsibilities:

#### Manage Mentor Placements

- Recruit, interview, screen, and enroll students for the MTC mentor program by presenting the program to students and generating referrals from school administrators, staff, and parents.
- Interview volunteer mentors and students to assess their suitability for the program.
- Match volunteer mentors with students appropriately, and in a timely manner.
- Conduct training sessions for new volunteer mentors and develop continuous training programs throughout the school year to optimize program enhancement.
- Provide communication, programming, training, support, and problem solving to volunteer mentors and mentees throughout their relationship.

#### Program Support

- Conduct and participate in survey generation to document and assess program outcomes effectively.
- Attend various meetings and events such as staff retreats, special events, staff meetings, professional development, and trainings throughout the year.
- Promote MTC in the community.
- Provide compelling narratives for marketing initiatives as requested.

#### Operational Efficiency and Quality Enhancement

- Foster positive interactions with all stakeholders – including students, volunteers, school staff, and donors.
- Increase awareness of MTC and its mission within schools and the broader community.



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- Conduct MTC operations efficiently to optimize resource utilization.
- Embrace continuous improvement goals to enhance quality and assess impact effectively.

## **Position Requirements**

- Demonstrated ability to interact with and motivate people from various age groups, cultures, and backgrounds.
- Excellent organizational, oral, and written communication skills.
- Demonstrated ability to work independently and proactively in a flexible, part-time work environment.
- Proficient computer skills including email and word processing, Google Suite, and database management.
- Ability to coordinate and implement 2-3 enrichment events for mentors and students each year.
- Background check required, including FBI and DOJ fingerprint scan.

## **Education and Experience**

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

## **Conclusion**

This job description is intended to convey information essential to understanding the scope of the Mentor Program Manager's position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

## **Compensation**

\$30/hour. No benefits are associated with this position.

To apply for this position, please mail your resume and cover letter to [jean@mentortutorconnection.org](mailto:jean@mentortutorconnection.org) by April 15, 2024.

*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.*