

Hispanic Mentoring Match Support Specialist Position Summary

Position Summary

The Hispanic Mentoring Program is designed to encourage, engage and sustain greater numbers of Latino children and recruit volunteers and families to join in. Hispanic Mentoring provides Latino youth with a caring Big Brother or Big Sister who can enrich their lives culturally, socially and academically, and support them reaching their potential through mentoring relationships.

The Hispanic Mentoring Match Support Specialist contributes to the Program team by implementing Hispanic Mentoring programming efforts for their matches. Delivers quality service; works to facilitate a positive match experience; documents high quality, professional assessments and notes in the database; and meets or exceeds program goals. Requires strong ability to build and maintain trusting relationships with Latino youth, caregivers, and volunteers, a high degree of professional judgment, and efficient time management.

- Development, implement, and support mentoring programs in Latino community for matches in community-based, school-based, and camp programs. Which includes:
 - Conducting introduction meetings for new match relationships and, as required, facilitate enrollment procedures to successfully enroll and acclimate participants into the Program.
 - Coordinating and facilitating weekly site-based mentoring sessions with volunteers and youth throughout the School Year.
 - Coordinating summer camp Latino program; including recruitment, enrollment, and attending session.
- Provide on-going professional support to youth, families, and volunteers in program.

Required Education and Qualifications:

- Bachelor's Degree from an accredited university or college; Associate's Degree with a minimum of 4 years of experience in a similar field; or a minimum of 8 years of experience in a similar field required
- Must be fluent in Spanish