



Position: Youth Mentoring Program Co-Coordinator

Revised: Aug. 21, 2017

Hours: 20 hours/week

Salary: \$12.00-12.50/hour

Reports to: Executive Director

Overview

This position requires a bilingual, Spanish-speaking person who is committed, responsible, and self-motivated. He or she must be capable of coordinating the volunteer mentoring program for youth and assist Centro Latino Americano in accomplishing its mission of empowering Latino families in Lane County, Oregon.

Organizational Description

Centro Latino Americano is a non-profit, community-based organization that serves the Latino community of Lane County by providing social services, facilitating access to community services and advocating for the fair treatment. Centro maintains programs that provide direct service (addictions counseling, mental health therapy, mentoring, and basic needs assistance) as well as providing referrals and links to other community services.

Position Description

The Youth Mentoring Program Co-Coordinator will:

- Provide culturally appropriate mentoring services to youth;
- Perform administrative duties required for service delivery (e.g., data entry, document creation, note taking, individual file maintenance);
- Strengthen the connection between the youth and schools and/or other community agencies;
- Assist families with enrollment, retention and appropriate exit from the program;
- Recruit and train mentors and assist mentors in relating to their mentees;
- Receive referrals from the community, schools, and co-workers;
- Conduct interviews with youth and their parents/guardians to determine eligibility;
- Maintain and update confidential records on file and track data in a timely manner using the Juvenile Crime Prevention Assessment Tool and Centro's online database;
- Ensure data entry is complete and accurate;
- Schedule and verify interviews/appointment times to ensure coordination between the mentoring program, mentees/mentors/families, schools, or other agencies involved in services;
- Coordinate trainings, game nights and other events;
- Process volunteer background checks and facilitate child abuse training;
- Facilitate group mentoring sessions;
- Assess mentees biannually;
- Learn, keep up-to-date and apply best practices in mentoring field.



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Position Requirements

Minimum Qualifications:

Knowledge of:

- Community resources, services and programs to better serve Latino youth and families;
- Office procedures, methods and computer literacy.
- Project implementation and management.
- Volunteer services.
- Service delivery to Latino community and monolingual, Spanish-speakers.

Ability to:

- Work with Latino youth and families, adult volunteers, school personnel and social service providers.
- Deal with stressful and/or crisis situations and determine when supervisor intervention is needed.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Organize and maintain professional office environment.

Education & Experience:

- Bachelor's degree in social work, social sciences, or equivalent.
- 1 year of community service work experience.
- Or an equivalent combination of education and training.
- Bilingual in Spanish.

Application Procedure

Those interested are asked to submit a resume, completed job application (on our website) and cover letter describing how they meet the required qualifications. Please mail, e-mail or drop off applications materials to:

David Sáez
944 W. 5th Ave., Eugene, OR 97402
dsaez@centrolatinoamericano.org
(541) 687-2667

If you have any questions, please e-mail or call David.