

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Mentor/Volunteer Site Coordinator

Qualifications:

1. Associate Degree (required), Bachelor's Degree (preferred)
2. Knowledge and ability to work with community and local businesses
3. Excellent communication skills and the ability to communicate with diverse populations
4. Computer skills, including familiarity with the Microsoft Office Suite
5. Solid organizational skills
6. Willing to take initiative

Reports To: Community Outreach Coordinator

Supervises: N/A

Objective: To work collaboratively with community groups and school personnel to implement and expand school-based mentoring and volunteer opportunities

Performance Responsibilities:

- A. Maintains accurate, up to date records for mentors and volunteers and reports hours to District Coordinator
- B. Recruits new mentors and helps promote the mentor program in the community
- C. Promotes mentor/volunteer programs in the school by communicating well with school staff and educating them on the parameters and goals of mentoring
- D. Communicates well with mentors, volunteers, mentees, and school staff, keeping them informed of training opportunities, banquets, school dates, etc.
- E. Matches all mentors within one month of their being trained and sends all required paperwork (application, references, parent permission, etc.) to the Coordinator
- F. Completes orientations for volunteers and mentors
- G. Plans brownbag training sessions (one per semester) for mentors
- H. Provides support and assistance for mentors/volunteers on an as-needed basis
- I. Coordinates site specific appreciation events and assists with the year-end mentor banquets
- J. Acts as a liaison to the University of Illinois, Parkland College, and other organizations/groups that send volunteers to the site
- K. Reports time to Coordinator monthly, informs school staff of his/her schedule, follows proper school reporting procedures for absences, and is punctual and reliable in attendance
- L. Assists in year-end evaluation of mentor and volunteer programs by distributing and collecting appropriate surveys
- M. Is sensitive to the needs of students, mentors, volunteers, and school staff and shows tact, tolerance, and empathy when working with people from different backgrounds
- N. Solves or reports problems as they arise
- O. Works to establish new relationships for the school, both business partnerships and volunteering/mentoring partnerships
- P. Attends required meetings and functions
- Q. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

Status: Created March 2008  
Last Revised (with CESP input and consent) August 7, 2014