



## Women's Mentoring Program Coordinator Job Description

The Women's Mentoring Coordinator will provide leadership for female mentors and students in conjunction with the Executive Director and other Mentoring Coordinators. This position will establish and maintain relationships with volunteers, participants, and families in the community. Mentoring Coordinators interview potential mentors to determine fit with STEP, train mentors, and pair each mentor with a mentee. They also monitor and evaluate mentor/mentee relationships and provide mentors with guidance concerning their interaction with mentees and their families.

As STEP Ministries is a vibrant ministry with a small staff, this job description is not intended to be inclusive of all responsibilities, duties, and qualifications.

**Reports to:** Executive Director

**Purpose:** To ensure successful, biblically-based mentoring and discipleship of at-risk youth by assisting in the building and strengthening of relationships between volunteer mentors and mentees.

### **Primary Responsibilities:**

- Train, lead and mentor the female volunteer mentors from a biblical perspective
  - o Interview and screen prospective female mentors
  - o Build positive relationships with the mentors through lunches, meetings, phone calls, etc.
  - o Administer program evaluations to volunteer mentors and incorporate improvements based on their suggestions and in coordination with other staff
  
- Work with team in scheduling, planning, and executing after-school and summer programs
  - o Learn and execute the STEP model for mentoring clubs and activities
  - o Utilize the current curriculum and give feedback to the team on curriculum for school year and summer programs
  - o Find or create activities in conjunction with other mentoring coordinators for weekly club meetings that include, but are not limited to, life skills, experiential learning games, crafts, and guest speakers
  
- Recruit youth to participate in the mentoring programs
  - o Conduct home visits
  - o Obtain and maintain permission for participation on all children in the program
  
- Plan and lead activities such as retreats, mission trips, celebrations, faithfulness awards, and Kids Across America Camp

- Participate in all staff meetings and designated functions

**Secondary Responsibilities:**

- Assist with volunteer recruitment as necessary
- Obtain and maintain appropriate mentor/mentee information for STEP's database, Salesforce
- Help maintain facilities and vehicles
- Other tasks as assigned

**Minimum Qualifications:**

- Embraces the mission, vision and Christian statement of faith of STEP
- Gifted in speaking and communication skills
- Able to shepherd and lead people
- Actively engaged in a local church
- Solid in biblical teachings
- Experience in discipleship preferred
- Enjoys being with others (a "people person")
- Engaging and energetic
- Must be 21 years or older, have a current Arkansas driver's license, and pass an FBI background check

**\* Salary negotiable. Please send your resume and cover letter to  
marycarol@stepministries.org**