

**POSITION DESCRIPTION
MENTOR COORDINATOR
(Grant Funded - 75% - 7/1/98 - 6/30/99)**

OVERVIEW:

The Mentor Coordinator reports to the Vocational Outreach Specialist and is responsible for implementing the mentor program for CalWorks students. Acts as a liaison between students and mentors.

EXAMPLES OF DUTIES:

Integrates curriculum for mentors and students. Implements all aspects of the delivery of curriculum. Plans and schedules mentor/student activities.

MINIMUM QUALIFICATIONS:

Knowledge of:

*CalWorks students;
Curriculum processes;
Effective oral and written communication skills.*

Ability to:

*Relate positively with individuals and groups from diverse backgrounds;
Implement curriculum delivery;
Provide personal and career development workshops for students;
Provide workshops for mentors;
Coordinate activities for mentors and students;
Act as part of an interdisciplinary team.*

Experience and Education:

Experience in the curriculum process, student recruitment, and workshop presentations. Possession of an Associate's degree or equivalency required.