# 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.