



Together We Transform Lives

## TeamMates Program Coordinator Job Description

This individual will work collaboratively with TeamMates Central Office administration, local TeamMates chapter board and their school district to implement the TeamMates mentoring program. The program coordinator provides direct oversight of the program to ensure quality mentoring.

- **Represent the TeamMates Mentoring Program for your school/community**
  - a. Market program at various venues in the community utilizing the TeamMates brand guide
  - b. Inform school staff/school board on TeamMates impact
- **Align local program with TeamMates policy and procedure**
  - a. Attend Partnership meeting annually for updates and training
  - b. Adhere to policy and procedure as outlined in the Program Management Manual
  - c. Ensure quality control measures are in place for safe mentoring practices
- **Provide consistent communication to Regional Coordinator /Central TeamMates office, school, and local TeamMates board**
  - a. Attend local TeamMates board meeting and provide coordinator report
  - b. Provide updates and information to TeamMates Central office as requested
  - c. Inform school personnel on TeamMates benefits, events, process, etc.
- **Collaborate with local TeamMates board to establish and carry out annual and strategic goals and assist with program budget**
  - a. Assist local TeamMates board with setting the board agenda and meeting the chapter goals
  - b. Provide program updates and data, including successes and needs
- **Assist with mentor recruitment and program marketing**
  - a. Communicates program benefits and expectations for both mentors and mentees
  - b. Promotes program using key marketing and recruitment materials (brochures, banner, videos etc.)
- **Coordinate the training and matching process for mentors and mentees**
  - a. Mentor and mentee trained using TeamMates materials and guidelines, including periodic renewal trainings
  - b. Make matches based on common interests and life experiences
- **Coordinate initial meeting of mentor and mentee**
  - a. Communicate specific details for sign-in, parking, resources, meeting time and location etc.
- **Develop match support and match activities**
  - a. Communicate with mentor and mentee on a monthly basis
  - b. Provide access to resources
  - c. Coordinate any group activities
  - d. Assist with recognition and appreciation for matches
- **Oversee match closure process**
  - a. Implement Closure process per TeamMates guidelines, including written notification and database update
- **Ensure accurate and updated records in database**
  - a. Maintain current data on all mentees, mentors, and board members
  - b. Enter bi-annual match data
- **Facilitate annual program evaluation to ensure best practices**
  - a. Complete annual reporting requirements including site visit, surveys, progress report, action plan and activities/events for insurance purposes