



## TeamMates Program Coordinator Job Description

The Program Coordinator will work collaboratively with the local chapter board, TeamMates Central Office, and school administration 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**
  - Market the program at various venues in the community
  - Inform school staff and the school board(s) on TeamMates impact
- **Align the chapter with TeamMates policy and procedure**
  - Attend TeamMates Partnership meeting annually for updates and training
  - Adhere to policy and procedure as outlined in the Program Management Manual
  - Ensure quality control measures are in place for safe mentoring practices
- **Provide consistent communication to the chapter board and TeamMates Regional Coordinator and Central Office Staff**
  - Attend chapter board meetings at provide a coordinator's report
  - Provide updates and information to TeamMates Central Office as requested
  - Inform school personnel of TeamMates benefits, events, process, etc.
- **Collaborate with chapter board to establish and carry out annual and strategic goals and assist with the chapter budget**
  - Assist the chapter board with setting board agendas and meeting chapter goals
  - Provide program updates and data, including successes and needs
- **Assist with mentor recruitment and program marketing**
  - Communicate program benefits and expectations for both mentors and mentees
  - Promote the program using key marketing and recruitment materials
- **Coordinate the training and matching process for mentors and mentees**
  - Train mentors and mentees using TeamMates materials and guidelines, including those for periodic renewal trainings
  - Make matches based on common interests, life experiences, and hobbies
- **Coordinate initial meeting between mentor and mentee**
  - Communicate specific details for sign-in, parking, resources, meeting time and location, etc.
- **Develop match support and match activities in conjunction with the chapter board**
  - Communicate with mentors and mentees on a monthly basis
  - Provide access to resources, coordinate group activities, and recognize matches
- **Oversee match closure**
  - Implement the closure process, including written notification and updating the database
- **Ensure accurate and updated recordkeeping**
  - Maintain current data on all mentors, mentees, and board members
  - Enter match data twice per year
- **Facilitate annual program evaluation to ensure best practices**
  - Complete annual reporting requirements including a site visit, mentor and mentee surveys, action plan, event insurance, and other items as required by TeamMates