



Together We Transform Lives

Building Coordinator Duties

1. Coordinate Youth Nomination & Training

- a.) Collect Youth Nomination referrals from parents, teachers and students
- b.) Call the potential new mentor to conduct a mentor interview for additional screening and matching
- c.) Consider youth who would make a good match, by reviewing mentor preference form and mentee nomination form
- d.) Conduct mentee interview to ensure the right match
- e.) Educate Parents about TeamMates and the role of a mentor by:
 1. Calling the parent to inform them about their child being nominated
 2. Sending home the Parent Permission Form and Parent Handbook
 3. Collect Permission Form and send to Program Coordinator
- f.) Train mentee to ensure he/she understands the role of a mentor utilizing the TeamMates Student brochure and Power Point

2. Coordinate Initial Match Meeting

- a.) Make the match by arranging and conducting the first mentee and mentor meeting
- b.) Have the mentor and mentee sign the Match Agreement and send to Program Coordinator
- c.) Help arrange a weekly meeting time
- d.) Show mentor the sign-in log book, resources available at the school and options for meeting locations at school
- e.) Discuss the plan to meet outside of school form

3. Provide Ongoing Match Support

- a.) Provide welcome area and sign-in sheet for mentors in the front office
- b.) Communicate with mentors and mentees on a monthly basis
- c.) Provide a place to meet, activities and resources for matches
- d.) Help mentors through difficult issues and maintaining appropriate boundaries with youth
- e.) Provide recognition and appreciation for mentors and mentees
- f.) Aid in the distribution of evaluation surveys for the mentees and mentors