

Your Agency Logo Here

Volunteer Position Profile

Position Match Supervisor (Youth Mentoring)	Position Class <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input checked="" type="checkbox"/> Class 4
Supervisor Youth Coordinator	Position Category <input checked="" type="checkbox"/> Direct Services <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Management
Recommended Core Competencies <input checked="" type="checkbox"/> Relational/Communication Skills <input type="checkbox"/> Business Skills <input type="checkbox"/> Computer/Technical Skills <input checked="" type="checkbox"/> Leadership Skills	
General Description	
The match supervisor is assigned to monitor several mentor/mentee matches in the youth mentoring program. The match supervisor contacts mentor, mentee, and mentee's parent/guardian according to defined timelines, documents the contacts, and helps to troubleshoot any issues. The match supervisor forwards any areas of concern to the Youth Coordinator/Program Director.	
Skills/Qualifications Needed	
<ul style="list-style-type: none"> ▪ Responsible, dependable adult ▪ Supports Agency mission and values 	<ul style="list-style-type: none"> ▪ Passion for, and positive outlook toward, youth ▪ Good verbal and written communication skills
Normal Functions/Duties	
<ul style="list-style-type: none"> ▪ Contact all parties involved in match according to timelines. ▪ Document contact and nature of contact in Contact Log. 	<ul style="list-style-type: none"> ▪ Help troubleshoot any issues to avoid early match closure ▪ Interact respectfully with child and caregivers ▪ Communicate with the youth coordinator
Position Requirements	Other Preferred Skills/Experience
<ul style="list-style-type: none"> ▪ Minimum age: 18 ▪ Attend Volunteer Orientation ▪ Attend Youth Mentor Orientation ▪ Complete Volunteer Application including in-person interview and references ▪ Submit Police, Child Abuse, and Sexual Offender Registry background checks ▪ Commit to a one-year 	<ul style="list-style-type: none"> ▪ Previous supervisory experience ▪ Previous mentoring, discipleship, or youth experience ▪ Previous experience as a volunteer ▪ Previous experience working cross-culturally
Training Opportunities/Incentives	
<ul style="list-style-type: none"> ▪ Participation in additional training and volunteer enrichment events is encouraged 	<ul style="list-style-type: none"> • Recognition and appreciation for your time and efforts put forth in serving our community • Opportunity to meet like-minded individuals

For more information contact:

Position Title/Name

Phone: (###) ###-#### Email: