

New Life Centers Mentor Coordinator



Rev. Sept. 2021

New Life Centers provide intensive, community-based programs for youth in the Little Village, Humboldt Park, Pilsen and Brighton Park neighborhoods of Chicago. The target demographics of New Life Centers are; gang-affiliated youth, youth on probation, and at-risk youth referred through local schools and community agencies. Serving these populations allows NLC to holistically engage both violence prevention and intervention in response to community needs. We seek to reduce youth contact with the justice system, promote safety, and empower young people to become community-builders and peacemakers. Our holistic program model enables us to fulfill our mission: to provide mentoring and advocacy to guide youth toward a new life and a new direction. We envision youth and families transformed by hope, becoming men and women of character to create a flourishing, unified neighborhood.

Position Summary

The Mentor Coordinator will work Full-Time 40 hours per week (non-exempt, benefits available). Hours are both in-school and after-school hours and require a flexible schedule. The Mentor Coordinator is responsible for Supervising a team of mentors who mentor one-on-one and in group settings, facilitate high-quality program in/out of school, plan and implement events/activities that may include sports, and provide youth advocacy such as connections to other social services. The Mentor Coordinator demonstrates a commitment to teamwork and excellence as well as the mission of New Life Centers of Chicagoland. This position will primarily take place in Little Village.

Job Responsibilities

- Assures youth and staff participation in information sessions in collaboration with other staff, to explain expectations, roles, and responsibilities of participants.
- Assures planning and implementation of outreach and recruiting of youth to program as needed.
- Serves as a liaison and youth advocate with families, school administrators, social and youth service agencies and the juvenile justice system.
- Assists in creation, implementation and monitoring of progress of youth case plans, goals and objectives set with you and family/school.
- Assist youth and families strengthen relationships with people, organizations, or systems within their community through advocacy, modeling, coaching, and negotiating.
- Assures mentors intentionally focus on a caseload of youth in a one-on-one mentoring capacity. Assists in determining the caseload.
- Assures the administration of intake and youth assessments as well as accuracy and completeness of youth files.
- Produces documents, receipts and correspondence regarding activities and progress as requested.
- Serves as a linkage and support for individuals and families to enhance their assistance and use of opportunities and programs in the community (ie. Job programs, GED, drug treatment).
- Assists mentors in weekly planning, program facilitation and youth social activities/outings (may include in-school/after-school, small/large groups, and sports).
- General knowledge of sports.
- Willingness to coach sports groups and assist in planning of sports activities or other arts-based programming as needed.
- Assures required mentor documentation and accuracy of quantity/quality of contacts with youth.
- Communicates with key staff, mentees and mentee caregiver(s) to ensure the youth's needs are addressed.

- Monitors and provides for a safe environment for youth at NLC functions.
- Utilizes database and other recordkeeping procedures to document youth sessions, progress, challenges, etc.
- Communicates regularly with mentors to assure they are assisting youth to address challenges, celebrate milestones, assist in identifying goals and problem solving.
- Assists in the creation of lessons and activities based on life-skills as needed. Assures lessons provided by mentors are relevant and appropriate. Utilizes identified curriculum or curriculum principles to reinforce mentee learning.
- Monitors and tracks Mentor progress.
- Supervises a team of mentors including on-site visits, regular check-ins, and break-out planning meetings.
- Performs annual evaluations and recommends appropriate potential staff increases.
- Implements performance plans and follow-up as needed.
- Maintains accuracy of a budget and spending plan.

Other Duties as Assigned

- Attends mandatory weekly and quarterly staff meetings.
- Attends required trainings and meetings as necessary.
- Some local travel required (reimbursable).
- Other tasks as assigned per Supervisor.

Required Qualifications

- **Must become a Certified Mandated Reporter. Training Provided.**
- **Must pass a background check, must not have any pending cases.**
- **Must pass a Child Abuse and Neglect Tracking System background check.**
- **Must pass a National Sex Offender Registry background check.**
- Must have a working phone and phone number.
- One-year experience working in the human services field in a capacity that involves direct services to at-risk youth.
- Cross-cultural competency.
- Knowledge of the challenges and needs of at-risk youth. Knowledge of the general sociological, economic and environmental conditions contributing to behaviors.
- Good listening and communication skills.
- Ability to inform youth and assist youth in healthy decision-making skills through coaching.
- Proficient in Microsoft Word and Excel.
- Must be willing to be trained, and proficiently utilize database(s) and information tracking systems relevant to duties.
- Must keep confidentiality of records and participant information.
- Ability to establish and maintain effective working relationships with others.
- Desire and ability to establish and maintain long-term relationships with youth.
- Ability to communicate effectively both written and verbally.
- Bilingual in Spanish/English highly preferred but flexible.
- Valid Illinois Driver's license, insurance, good driving record, access to a vehicle to transport youth and self to mentoring sessions; subject to driving background check.
- Pay commensurate with experience.

Desired Qualifications

- Bachelor's degree from an accredited college or university in Human or Social Services, Sociology, Psychology, Education or a closely related field, preferred but not necessary.
- Knowledge of public and private agencies which provide youth and/or supportive services and trainings.

How to Apply

Please submit the following materials to VictoriaA@newlifecenters.org:

- Cover letter indicating your experience and interest in the position
- Resume
- List of two to three references with contact information (min. 2 professional references, email and phone included)
- Please mention the name of any New Life Centers staff who referred the position to you in your email if applicable.

Please submit your application materials as MS Word or PDF attachments. Include all attachments in a single email. Please include, "Mentor Coordinator" in the subject line of your email.

New Life Centers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. New Life Centers complies with applicable federal, state and local laws governing nondiscrimination in employment in every location in which the company has facilities.