



ROLE DESCRIPTION

ROLE: Youth Mentoring Volunteer-Support Manager

ENGAGEMENT AREA: Youth

REPORTS TO: Youth Mentoring Director

CLASSIFICATION/ STATUS: Part-Time (Target 25 hours/week)

LOCATION: The work will occur on-site at the CGM Headquarters located at 1805 Dalton Avenue, Cincinnati, OH 45214 and remotely. The manager often meets with Volunteer Leaders at sites around the Greater Cincinnati area, where the programs are lead. The role requires evening training for volunteers at the manager's discretion along with participation in one weekend outing each quarter. When outings or trainings take place on an evenings or weekends, the time can be flexed from the typical work week.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: The person in this role will oversee partner sites where volunteers work with youth through the CGM Youth Mentoring program. He/she will train the key Volunteer Leaders and Mentors. The person will develop curriculum and manage the collection of data. This person will also oversee the mentoring process.

The Youth Mentoring Volunteer Manager is key in helping mentors build healthy and healing relationships with youth mentees. He/she will also host mentoring events. We believe this work an opportunity to make a meaningful difference in the lives of young people and their mentors across greater Cincinnati.

MAJOR POSITION RESPONSIBILITIES:

1. Complete programming plans in strategic locations in the Cincinnati area.
2. Complete assigned site-planting work.
3. Oversee the background check process for all volunteers who apply to serve at the assigned mentoring program sites.
4. Meet quarterly with all Site Leaders. Track and maintain proper files. Verify that calls are being made. Ensure WINS paperwork is being completed.
5. Develop a rapport with community partners that work with sites that host a Youth Volunteer Mentoring Program. Understand the needs of community partners so they can be met.
6. Provide support and serve as the connector to church-based program sites, as assigned.
7. Conduct trainings, mentoring pitches, and shadow home visits/interviews as needed.
8. Confirm Match Meetings, Renewal Meetings and Closures are done with excellence. Log mentor activity and keep the Electronic Volunteer Management System data current.
9. Pray for the matches, the churches and the communities of the sites.
10. Develop materials and curriculum as needed.
11. Assist in the development, planning, and execution of on-site program events/activities (as assigned)
12. Attend necessary meetings including, 1:1s with Director, CGM All-Staff meetings, CGM First-Tuesday All-Staff Prayer Day and Youth Staff meetings.
13. Participate in on-going training.
14. Be a role model for youth and raise the value of a Christ-centered lifestyle at all our program sites.
15. Communicate CGM systems/processes, documented policies and procedures with key volunteers, as needed.

16. Have excellent follow-through skills when handling multiple tasks or projects and excellent attention to detail. Be willing to grow in skill.
17. Pray regularly for mentors, mentees, church staff, City Gospel Mission, Hope House and greater Cincinnati as a whole. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged, but not forced on our youth participants. We believe prayer has a positive impact.
18. As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. The person in this role will move and function in a business office environment.
2. The person in this role will drive to various ministry sites and locations.
3. The person in this role will communicate effectively with staff on a regular basis.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Candidates must have a high school diploma or equivalent. Applicants with college degree and experience are preferred.
2. Intermediate level of proficiency in Microsoft Office applications (Word, Excel, Teams, SharePoint) or Google Workspace.
3. Intermediate level proficiency in using the Internet and Intranet.
4. Comfortable with travel in Cincinnati and surrounding counties
5. Must have excellent project management skills.
6. Excellent oral and written communication skills with the ability to express self effectively and concisely.
7. Needs strong organization skills, attention to detail and excellent time management skills.
8. Personal integrity is essential, as this position requires handling of sensitive information.
9. Self-managing and able to meet deadlines
10. A positive outlook and good sense of humor are a plus.
11. Must pass both background/motor vehicle checks and a drug screening.

KLW HR 2-14-24