



JOB DESCRIPTION

Job Title: Family Services Specialist

Reports To: Executive Director

Salary: \$30,000 plus benefits

FLSA Status: Full Time - Exempt

Date Created or Revised: February 1, 2019

Work Schedule: 9:00am-5:00pm; though not routinely, some early evening hours may apply.

Job Summary: This position is responsible for the engagement of families for all Mentoring Academy programs and activities, recruitment of mentors and volunteers, plus the coordination of 1:1 mentoring. This position also oversees the general scholarship programs.

Essential Functions:

- Recruit families for all Youth Guidance programs and activities
- Engage families through a structured engagement plan designed to connect families (parents) with Youth Guidance
- Maintain consistent contact with all enrolled families through personal contact, a family newsletter, and social media
- Track and maintain program enrollment and school attendance records
- Collect and analyze outcome data (report cards, pre/post-tests, e.g.)
- Coordinate the interaction between one-to-one mentors and students
- Identify, implement and coordinate a variety of recruitment methods to increase the number of mentors and volunteers. Recruitment includes outreach in the community.
- Coordinate all mentor interaction and provide training.
- Process IRSC interns from the Capstone Program
- Assist group mentoring programs staff & operations
- Oversee the scholarship program
- Attend community relations events, activities and fundraisers as needed
- Assist the Executive Director with fund raising and development as needed
- Ability to utilize a database program for the management of participant information.
- Other duties as needed