



Mentor Coordinator Job Description

ABOUT NORTHWEST ACTIVITIES CENTER

Northwest Activities Center is an icon in Detroit, Michigan. We are a must visit destination within the city. Over the past 46 years, our 160,000 square foot building has hosted an assortment of events ranging from a presidential debate to weddings to movie premieres to baby showers. Detroit residents depend on NWAC for quality, cost-effective services. A **Detroit At Work** office is in our building to help the unemployed find jobs. We have a full-service Health Club with an Olympic size swimming pool and gymnasium as well as an acoustically perfect 488 seat theater. On Sundays five churches worship within the facility. We are literally open seven days a week

ABOUT THE CLUBHOUSE NETWORK

Since its founding over 25 years ago, [The Clubhouse Network](#) has been a magnet for young people from under-served communities to engage in learning in ways that are relevant and meaningful to them. The Clubhouse is at once an artist studio, inventor's workshop, design house, film sound stage and backlot, hackerspace, music studio, and computer game development lab. With the encouraging support of staff and trained mentors from diverse fields and backgrounds, youth unleash their creative talents, engage in peer-to-peer learning, and develop a unique voice of their own.

Clubhouse mentors and staff serve as positive role models and provide young people with guidance and support regarding academics, careers, interpersonal issues, and future plans. The Northwest Activities Center (NWAC) Clubhouse is one of 10 Clubhouses selected to participate in a national grant-funded program, IMPACTS 3.0 (Increasing Mentor Participation and Commitment to Success), funded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. ***We seek a Mentor Coordinator who will support the overall success of the NWAC Clubhouse's Mentoring Program by engaging with youth members, contributing to program deliverables, and recruiting, screening, training, and supporting quality mentors for youth.***

JOB DESCRIPTION

MENTOR COORDINATOR

Overview:

The NWAC Clubhouse seeks a people-oriented, solutions-driven, and well-organized Mentor Coordinator with experience in planning and coordinating youth activities, as well as direct

experience working with youth. In conjunction with The Clubhouse Network (TCN), the Mentor Coordinator will expand and enhance the Clubhouse's Mentoring Program, including recruiting, screening, training, supporting, and retaining quality mentors for our youth. The Mentor Coordinator will also model high-quality mentoring by working directly with NWAC Clubhouse's members. The Mentor Coordinator will work as part of a collaborative team to establish best practices and improve the mentoring program. The Mentor Coordinator will receive support from TCN and other Clubhouse staff for help with program development and implementation.

Responsibilities

Programming:

- Assess the NWAC Clubhouse's current Mentoring Program, identifying gaps and areas for improvement.
- Conduct mentor outreach, recruit mentors, and build partnerships with local sources of mentors (i.e. colleges, businesses, etc.).
- Ensure proper mentor screening and candidate review, provide orientation, ongoing training, and support to mentors, and, when needed, facilitate positive endings to mentoring relationships.
- Recruit youth to participate in Clubhouse programming and cultivate relationships with local youth-serving organizations to create longterm recruitment pipelines.
- Spend at least 25% of time supporting youth members and projects, modeling high-quality mentoring.
- Collaborate with NWAC Clubhouse staff to host family engagement events and communicate regularly with families through newsletters and other forms of outreach.
- Facilitate soft skill building activities and college and career readiness opportunities; serve as a resource about college and career readiness for families.
- Develop and enhance youth leadership opportunities, where youth can advocate for their interests and inform program design and implementation.

Grant Implementation and Administration:

- Track reporting data and submit reports on a regular basis.
- Conduct surveys with youth and families.
- Participate as an active member of the IMPACTS 3.0 community of practice, including:
 - Attending monthly meetings with the TCN Mentor Program Manager and other IMPACTS 3.0 Clubhouses.
 - Supporting the development of mentoring resources and sharing them with IMPACTS 3.0 participants and the larger Network, as appropriate.
 - Participate in Network-wide events, including TCN's Annual Conference (located in a different city each April), and chaperone up to three teens at Teen Summit (the biennial week-long Youth Leadership event that brings together Clubhouse youth from around the world) in Boston in July 2022.

Work Schedule:

This position is full-time, 40 hours a week. Exact days and hours can be flexible based on Mentor Coordinator needs and Clubhouse hours (generally Tuesday-Saturday from 11:00am-7:00pm).

Minimum Qualifications:

- Proven track record in youth services, especially youth development and mentoring
- Bachelor of Science or Art degree preferred
- One (1) or more years of experience working with youth (ages 7-18)
- Demonstrated ability to communicate effectively, both in writing and verbally
- Ability to work collaboratively with colleagues while utilizing leadership skills
- Interpersonal skills, including an ability to get along with people of diverse backgrounds and abilities and a talent for making people feel welcome and included
- A passion for learning and helping others to learn
- Basic to advanced computer skills and a comfort and confidence to learn skills alongside youth and adults
- Excellent organizational skills, demonstrated by the ability to prioritize multiple tasks as well as a keen attention to detail
- Lived experience in the community

Compensation:

The Mentor Coordinator is a full time position, i.e., 40 hours per week. Salary is negotiable based on work experience.

How to Apply:

Please submit a resume and cover letter to **rlockett@nwac-detroit.org**.

The Mentor Coordinator is funded through a subaward of IMPACTS 3.0, a 3-year grant from the Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Clubhouse Network is the fiscal agent for the grant; all funding is paid directly to NWAC Clubhouse for the duration of the grant period. It is the objective of the NWAC Clubhouse to sustain this position beyond the grant period.

NWAC Clubhouse is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal, state, or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity. NWAC Clubhouse actively seeks people who bring diverse backgrounds and perspectives to join us in our work.