



## Silver Lining Mentoring Mentors Program Coordinator

Silver Lining Mentoring empowers youth in foster care to flourish through committed mentoring relationships and the development of essential life skills. For over ten years, Silver Lining Mentoring (Silver Lining) has enjoyed continuous success in matching youth in the child welfare system with highly committed volunteer mentors.

**Community Based Mentors (CBM)** is the organization's flagship program; it serves youth ages 7 and older who are impacted by foster care. The program matches youth in one-to-one mentoring relationships with adult volunteers committed to providing a consistent relationship for at least one year. Silver Lining's clinically trained program staff provides ongoing support to each mentor/mentee match. Our team of licensed clinical social workers understands the needs of foster youth and coaches mentors to recognize the challenges that can result from a young person's history of abuse and neglect. Staff members implement evidence-based intervention methods that are effective for work with youth in foster care. Personalized support helps promote longevity in mentoring relationships.

In the **Leaders Program**, SLM works with young adults who are preparing to age out of the child welfare system by teaching critical life skills to help successful transition to adulthood. Silver Lining Mentoring's average match length is 55 months, more than 6 times the national average of 9 months.

For more information on our work, our supporters and the incredible young people we serve, please visit [www.silverliningmentoring.org](http://www.silverliningmentoring.org).

### **Position Overview:**

The **Mentors Program Coordinator** is the cornerstone of our strong one-to-one match relationships in our Community Based Program. Currently, Silver Lining has two Program Coordinators in the Community Based Mentors program, reporting to the Program Supervisor. The Program Coordinator is responsible for screening and training potential mentors, obtaining mentee referrals, creating and supporting mentor-mentee matches, planning and implementing ongoing group events, monitoring contracted funding, facilitating youth life skill workshops, and participating in program evaluation efforts. This position requires local travel and attendance at events/activities on occasional evenings and/or weekends.

### **Responsibilities:**

1. Clinical Match support (45% of position):
  - Develop expert knowledge of the Silver Lining *Mentors* program, policies and procedures, in order to effectively manage a caseload of up to 24 mentee-mentor matches.
  - Ensure program quality related to matching, monitoring, supporting, and bringing to a close or transitioning the relationship between the mentor and mentee to uphold or exceed average match length of 55 months.
  - Proactively communicate with the mentor, mentee, social worker, parent/guardian, clinician and other supportive adults throughout the relationship, including the Department of Children and Families (DCF) and FamilyNetworks.
  - Serve as a resource-broker for youth and families in need of additional services.

2. Mentor Recruitment, Screening, and Training (30% of position):
  - Work collaboratively with Outreach Coordinator to recruit mentors whose identities reflect those of the young people we serve, including people of color, men, and people with foster care experience.
  - Ensure program quality related to screening and training of mentor candidates and facilitate monthly mentor training/support groups.
3. Workshop Facilitation and Event Planning (15% of position):
  - Plan and implement enrichment activities to build community, including youth/mentor group events at least every other month, workshops on topics that are of interest to youth, and Silver Lining's annual camping trip.
  - Support the Leaders program including development of workshop curriculum, workshop facilitation, ongoing and consistent communication with youth and volunteers, cultivation of provider partnerships, and program evaluation.
  - Develop curriculum and programming for youth, specifically that which promotes a positive racial and/or ethnic identity.
4. Administrative/Outcomes Tracking (10% of position):
  - Collect and enter ongoing evaluation data on matches into the Salesforce database.
  - Develop youth intern positions/expectations and supervise & evaluate youth interns.
  - Oversee program intern(s) as needed.
  - Additional duties as assigned.

#### **Qualifications**

- Commitment to and belief in the mission, vision and values of Silver Lining Mentoring.
- Masters degree in Social Work (MSW) preferred or equivalent degree/experience. LCSW preferred.
- Ability to facilitate individual and group work.
- Child welfare experience or experience working with at-risk young people preferred.
- Strong interpersonal, oral and written communication skills.
- Effective planning, organizational, and time management skills and keen attention to detail.
- Ability to multi-task and to respond flexibly to a fluid and evolving program environment.
- Commitment to social justice and cultural responsiveness; knowledge/experience working with LGBTQ youth preferred.
- Driver's license required.
- Silver Lining is committed to building a culturally diverse staff and strongly encourages applications from people of color and people with foster care experience.

Silver Lining Mentoring offers a strengths-based collaborative staff team, flexible work environment, accessible office location in downtown Boston, and excellent benefit package with generous vacation. Salary commensurate with experience. Silver Lining Mentoring is an Equal Opportunity Employer. <http://www.silverliningmentoring.org>

#### **To Apply:**

Submit cover letter and resume to [HR@silverliningmentoring.org](mailto:HR@silverliningmentoring.org).