



Job Description

Job Title: Mentor Recruitment and Engagement Coordinator
Responsible to: Volunteer Connections Manager
Responsibilities: The Mentor Recruiter and Engagement Coordinator is responsible for recruiting mentors for the youth mentoring programs serving identified Sioux Falls Title I schools and supporting mentors within those schools. This position will be embedded in the identified schools.

Provide programming and operations for the mentor recruitment and engagement program.

1. Establish and maintain relationships with the partner agencies (LSS, TeamMates, SFSD).
2. Maintain regular communication with partner agencies.
3. Lead advisory mentor group that includes partner agencies and mentor leadership.
4. In coordination with the Volunteer Connections Manager, establish strategic planning goals.
5. Develop and carry out mentor recruitment strategies focusing on the participating schools.
6. Establish and maintain relationships with key businesses, community, and faith-based organizations to recruit staff to serve as mentors.
7. Provide presentations to community groups, businesses and faith-based organizations about mentoring.
8. Follow up during the onboarding process for new mentors to ensure that they become mentors as quickly as possible.

Provide on-site mentor engagement

1. Serve as an additional point of contact for mentors at the designated schools, providing support, recognition, and connection.
2. As requested by partners, provide training for mentees and orientation for mentors at their designated school.
3. Maintain professional and ongoing communication with school personnel.
4. Refer mentors to appropriate partner agency (LSS, TeamMates, SFSD) when applicable.
5. Work with school counselors to inform mentors of upcoming events and school policies that may affect mentors.

Maintain accurate records and provide required reporting

1. Maintain ongoing database of outreach efforts, mentors recruited, presentations provided etc.
2. Provide monthly reports as required

Professionalism

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programming.
3. Participate in the agency and demonstrate team participation and a workplace philosophy that enriches the staff's ability to reach goals and provide a high level of customer service.
4. Develop professional and personal growth through opportunities and involvement.

Additional Duties

1. At times staff will be required to perform additional duties beyond those specified.

Personal Development

1. Attend DOVIA meetings to develop relationships and network with volunteer coordinators.
2. Strengthen public speaking skills.

Qualifications:

1. Bachelor's degree
2. Strong oral and written English language skills
3. Excellent initiative, organizational skills, flexibility
4. Ability to effectively share the powerful story of mentoring
5. Desire to work with diverse groups
6. Working knowledge of computer and software programs
7. Offers of employment contingent upon acceptable background check

Hours: Exempt FT, 8 a.m. to 5 p.m. Monday - Friday, some weekends and evenings required.

Updated: 9/17/2025

Employee Signature

Date

Supervisor Signature

Date
