



NOW HIRING: Mentoring Connections Match Specialist, Part-time

Applications due: June 1, 2021

Hours: days and some evenings

Location: 2115 S. Park St., Madison, WI 53713

Number of hour per week: 25 hours per week

Type of Employment: Part-time, permanent

Wage: \$16.00-\$17.00 per hour with up to 3% increase after orientation and training period.

Supervisor: Executive Director

RESPONSIBILITIES: JustDane is seeking a Mentoring Connections Match Specialist to pair children impacted by parental incarceration with volunteer, adult mentors.

DUTIES:

- Develop & implement critical mentoring curriculum for volunteers;
- Participate in strategic planning process to ensure critical mentoring components are embedded in each aspect of the program;
- Create and support youth council;
- Recruit, screen, train and match adult mentors with youth in program;
- Supervise adult mentors in the program;
- With the Volunteer and Community Engagement Manager coordinate special events for the youth and families in the program;
- Provide ongoing support as necessary with youth, families and mentors in the program;
- Work with the Volunteer and Community Engagement Manager to create a mentor recruitment plan to increase the number of mentor matches.

REQUIREMENTS:

- Experience in program development, volunteer coordination and supervision and family engagement.
- Sincere desire to support mentoring relationships between volunteer mentors and youth who have an incarcerated parent and/or justice involved youth
- Ability to communicate effectively and non-judgmentally with youth;
- Strong listening skills
- Ability to establish a relationship with mentors and youth based on equal responsibility and respect;
- Report writing and database entry;
- Practical problem solving and ability to suggest options and alternatives;
- Sensitivity to persons of diverse educational, economic, cultural or racial backgrounds;
- Experience recruiting, training and supervising volunteers.

Benefits:

Employee is eligible for a robust benefit package. Employee is eligible for paid vacation, sick-time, and holidays based on schedule. Benefits also includes an Employee Assistance Program.

Application Instructions:

Send a resume and cover letter to jean@justdane.org by June 1. 2021.

JustDane is an Equal Opportunity/Affirmative Action Employer.