



MATCH COORDINATOR

POSITION DESCRIPTION

Match Coordinators (MC) supervise mentor/youth relationships and facilitate communication between the match, the small group, and the WAY Alliance program. MCs can volunteer from home almost entirely.

A Match Coordinator:

- is genuinely interested in the concerns of youth who have experienced foster care
- is sensitive to people of different educational, economic, cultural, or racial backgrounds
- has the ability to communicate with others openly and non-judgmentally
- possesses strong listening skills
- has strong communication and organizational skills

To be eligible, applicants must:

- Be at least 25 years of age.
- Be willing to adhere to all WAY Alliance policies and procedures.
- Complete the application process (and not have falsified information during the course of the application process).
- Have never been arrested, charged, or convicted of child abuse or molestation.
- Not be a convicted felon. If the applicant has been convicted of a felony, they may be considered only after a period of seven years with demonstrated good behavior and an appropriate and corrective attitude regarding past behaviors.
- Not have a history of domestic violence.
- Not use alcohol or controlled substances in an excessive or inappropriate manner.
- Not be currently in treatment for substance abuse. If a substance abuse problem has occurred in the past, the applicant must have completed a non-addictive period of at least five years.

Work Location

Except for the initial meeting with the mentor and youth, MCs can work remotely as long as there is phone and internet access.

Length of Commitment

Match Coordinators are asked to serve a minimum of 12 months, or through the close of the matches they are supervising.

Time Commitment

Approximately two hours per month for each match being supervised (possibly slightly more the first two months when mentor/mentee check-ins are required biweekly).

Responsibilities & Duties

- Supervise up to four matches and their corresponding Small Groups.
- Attend the initial mentor/youth meeting (the first time the mentor and youth officially meet).
- Conduct a short interview of both the mentor and mentee using the appropriate Match Monitoring Questionnaire once a month (biweekly for the first two months of mentoring).
- Record results of the mentor and mentee interviews.
- If applicable, contact the parent/guardian/caseworker once a month for an update on mentee progress or concerns from their perspective.
- Communicate with Small Group Contact Person monthly (by email, phone, or text) to let them know about any new needs the youth may have and to remind them about pertinent upcoming events (birthdays, holidays, etc.).
- Communicate mentees' needs to the Resource Coordinator and match needs to the Mentoring Coach as needed.
- Communicate with the mentor regarding upcoming WAY Alliance events and activities that the match can attend together.
- Administer mentor and mentee evaluations/assessments periodically. Evaluations would be completed online, so the MC would email, phone, or text the mentor and mentee with the appropriate link and follow up to ensure the evaluation is completed.

- Report to the Mentoring Director monthly on progress. This is just a quick update on whether everything has been completed for the month and whether there are any concerns.
- Utilize a shared Google Calendar to organize information and reminders. The calendar would include WAY Alliance events, mentees' significant dates, match evaluation deadlines, and regular reminders for mentor/mentee interviews, small group updates, and Mentoring Director check-ins.

Training

- In-person, one-on-one training prior to assuming this position.
- Ongoing support from the Mentoring Director and Executive Director.

Application Process

- Orientation
- Application
- In-Person Interview
- References Check
- Background Check