



Natural Born Champions: Mentor Director Job Description

Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC Mentor Director

Mentor

Pay (Contractual)

Monthly Stipend

Job Overview

We are seeking a creative and organized Mentor Director to join our growing youth program. The NBC Mentor Director position is a contractual position between June-May (11 months) in 1 fiscal year. This position is also part-time and paid salary based monthly. In this position, you will play a key role in shaping and educating our at-risk participants (ages 16-24 years old) by coordinating and managing NBC mentorship pathway program with numerous academic and workforce development activities and tasks. You will also collaborate with other mentors, professionals, and create career plans and internship opportunities for at-risk youth. You may be asked to oversee participants in professional endeavors.

Mentor Director Specific Responsibilities:

- Plan and oversee participant activities
- Hire mentors
- Act as a job coach
- Research effective social media marketing tactics
- Create social media posts and respond to inquiries Document transaction details
- Create monthly surveys and newsletters
- Attend all workshops and/or corporate events
- Guide participants and staff through a personalized curriculum
- Create staff and program schedules
- Follow safety and emergency procedures and guidelines
- Facilitate Senior Mentor Evaluations
- May perform administrative tasks (filing, record keeping, etc.) as needed



Compensation

\$1,152/month

Qualifications

Education

- High school degree or equivalent; Associate's degree, or two (2) years or more of full-time college coursework equivalent preferred

Experience

- Previous experience as a counselor-in-training, teacher, childcare, or related field
- Experience working with at-risk youth in urban cities
- Program Management
- Non-profit experience
- Experience in job coaching and youth development (*required*)

Skills

- Ability to multitask, prioritize, and manage time efficiently
- Networking to create career pathways for youth
- Encouraging to participants and patient when instructing
- Ability to serve as a positive role model and mentor
- Excellent verbal and written communication skills
- Comfortable in a team-player role
- Creative and innovative thinker and planner
- Computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Strict adherence to NBC philosophy, standards, and goals

Schedule (varies upon placement)

June-August 2024

Monday-Thursday 2:30pm-6:30pm

October 2024-May 2025

Schedule TBD



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Benefits

- Ride share Available
- Paid Holidays
- Remote Schedule (*tentative*)
- Health Insurance
- Life Insurance
- Professional Development & Education Benefits

[Apply Here](#)

Contact Information

Natural Born Champions General Inquiry Email

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www.naturalbornchampions.com