Gorge Youth Mentoring
Match Coordinator
Hood River County

Worksite Location: Hood River
Work Schedule: 20-29 hours per week
Salary Range: $17.77 - $20.39 per hour
Reports to: Gorge Youth Mentoring Supervisor
Application Deadline: Open until filled

Why work at The Next Door?
Because you share our vision of a supportive community where all children and families are safe, healthy and valued. Every day, we work towards making this vision a reality, by having integrity and by living our core values of being welcoming, just, empathetic, empowering and flexible. If you like to work in an environment where you’ll be learning right alongside our program participants—The Next Door is the place for you!

Who we are looking for?
We are looking for someone who is reflective, respectful, intuitive, honest and self-motivated. We’re looking for someone who is able to connect and build trust quickly with a variety of people. We’re also looking for someone who is detail-oriented, organized, knows how to prioritize tasks and can work independently as well as part of a team.

What you will do...
Match Coordination and Support
• Accept youth referrals and conduct intake meetings;
• Use established methods to make matches between mentors and youth
• Provide support to mentors, youth and parents through regular follow up
• Establish and maintain good relationships with community partners
• Organize and/or plan match activities

Recruitment and Volunteer Management
• Distribute program information and application materials
• Represent the program at events
• Recruit volunteers through social events, community organizations and media
• Screen volunteers for safety; complete necessary interviews, background checks, etc. to determine eligibility
• Conduct volunteer orientation and training as needed

Administrative/Records Maintenance and Other
• Document all match related communication and activities
• Maintain up to date case records, prepare a monthly report and assist with other reports as needed
• Communicate information about program updates and events through email, newsletters, and media outlets
• Special projects as assigned by the Gorge Youth Mentoring Supervisor

Additional Skills and Competencies you'll need...

• Excellent organizational skills; detail-oriented; follows through; and meets deadlines
• Good time management skills and ability to multitask
• Professional verbal and written communication skills
• Ability to engage with children, families, and volunteers from a variety of backgrounds
• Acceptance of individual differences
• Knowledge of child and youth development

Education and Experience you need...
• High School Diploma or equivalent; AA or Bachelor’s Degree preferred
• Experience working with families and children
• Familiarity and knowledge about the service area preferred
• Marketing and/or volunteer management experience preferred
• Must have current valid driver’s license and auto liability insurance and be comfortable driving long distances (mileage reimbursement at .42 cents/mile).
• Bilingual in English and Spanish required

Benefits:
• PTO (Vacation, Sick, 11 Holidays + Floater Holiday)
• 401(k) - Fully Vested after 90 days and 5% company contribution after 2 years
• Dog Friendly
• Training Opportunities
• Jury Duty and Paid Bereavement Leave
• Covid-19 Safe work environment

Interested?
To apply: Go to http://nextdoorinc.org/employment and submit: Cover Letter+ Resume
  • By email: recruitment@nextdoorinc.org
  • By mail: The Next Door: 965 Tucker Rd, Hood River, OR 97031
  • By Fax: 541-386-5440.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.