



Match Specialist Position Description

Position Description: Initiate, establish, and support of one-to-one mentor/mentee matches

Part Time: 15 - 20 hours / week

Pay Range: \$22-\$30 depending on experience

Education / Experience: Must have a Bachelor's in Social Work, Psychology, Child & Family Sciences, Education, or a related field. An MSW, similar higher education degree, or an equivalent combination of education & experience, is a plus.

Responsibilities:

- Timely response to mentee applications; arrange interview with mentee and parent/guardian
- Determine mentee's interests, capacity for a relationship and understanding of the role of a Mentor
- Determine parent/guardians willingness to support the mentee/mentor relationship
- Compile process notes and information during this process, add to "Contact Notes" folder and consult with MSS supervisor
- Review Active Mentor roster and consult with MSS supervisor to determine appropriate Mentor/mentee match
- Consult with potential mentor, sharing relevant information about the mentee's interests and issues relative to the potential match including parent/guardian issues as they might relate to match success
- Plan Mentor/Mentee/Parent meeting. Allow time for introductions, exchange between mentee/mentor and walk and talk getting acquainted time while Match Specialist further defines relationship agreement with the parent/guardian.
- Assess the comfort level of the mentee and mentor and determine whether to proceed with the agreement paperwork or to have a waiting period to confirm the match. Must be able to facilitate either situation.
- Follow up contact with mentor, mentee and parent/guardian after their first meeting. Take process notes and enter into "Contact notes" folder in Drive and Consult with MSS Supervisor.
- Consult with referring agencies as appropriate
- Report any incidents or concerns about interactions that have potential for harm to self or others to MSS Supervisor
- Maintain and document monthly check-in with each match participant.
- Collect and compile data as requested by RVM; call references for new volunteers
- Monitor mentor monthly reports, mentor communications, and reference checks while flagging issues to MSS Supervisor in a timely manner.
- Attend supervision and monthly mentor support meetings; review & file monthly reports

To Apply: Email your cover letter and resume to Lynn@RVMentoring.org or call 240-605-6572 for more details.