

Job Description Mentoring Specialist
Temporary Full Time (40 hours per week)

Partners for Youth with Disabilities (PYD) empowers youth with disabilities to reach their full potential by providing transformative mentoring programs, youth development opportunities, and inclusion expertise. We motivate youth to reach their personal, educational, and career goals and guide organizations in becoming more inclusive.

PYD was incorporated in 1985 and has grown to serve hundreds of youth with disabilities and their families in Massachusetts. In 2005, PYD founded the National Center for Mentoring Youth with Disabilities, which provides inclusion training and technical assistance to other agencies throughout the country. PYD has a staff of thirteen and an operating budget of just over one million dollars.

The Mentoring Specialist will work in PYD's (One-to-One) Mentoring program, providing direct service to youth and young adults with disabilities ages 6 to 24 who live within the Massachusetts 128 belt. The Specialist will assist young people with disabilities to reach their full potential for personal development by matching them with caring adults mentors in a one-to-one mentoring relationship. This position reports to the Mentoring Director.

Mentoring Specialist responsibilities include but are not limited to:

- Conduct ongoing outreach and public relations efforts to recruit mentors.
- Follow-up all leads on a timely basis, returning telephone calls, sending out program information, and setting up interviews with prospective youth and adult mentors.
- Interview youth mentees at their homes or at a mutually agreed-upon location, explain program requirements and complete associated paperwork.
- Interview mentors at PYD's office, explain program requirements and complete associated paperwork.
- Create 15 new matches.
- Conduct mentor trainings to orient new mentors to their role.
- Maintain regular contact with wait listed mentors and mentees to communicate their current status for a match
- Refer wait listed youth to other PYD programs they may have an interest in participating in such as Access to Theatre, E-Mentoring, YEP, etc.
- Conduct follow-up (as outlined in the Mentor Match manual) with an ongoing caseload of matched mentees and mentors.
- Contribute to the mentor support group on Facebook to further support volunteers and provide them with timely access to events.
- Contribute to workshops for youth including transition events (e.g. summer jobs workshop, stress management event, self-advocacy training etc.)
- Orchestrate PYD fellows program which runs March through September
- Assist with grant reports and proposals

General expectations for the position: The Mentoring Specialist works with other program staff to attain the Mentoring Program goals of the agency. The Specialist will be presented with preliminary

expectations and goals for the position within the first month of the job. These goals will be reviewed and revised as needed in collaboration with the Mentoring Director.

Position requirements: The ideal candidate will have experience in the disability community as well as excellent communication and writing skills. Must be proficient in Microsoft Office and be familiar with the use of databases for inputting client data. Bachelor's degree and experience in the fields of health or human services, special education, social work, vocational rehabilitation, psychology or other related fields necessary. Candidate must have access to a car and be able to travel throughout Eastern Massachusetts to conduct program services and be available for occasional evening and weekend work.

This is a limited-term position due to funding availability and is currently funded through June 30, 2019. The position could be extended if further funding becomes available.

At Partners for Youth with Disabilities, we welcome and include people of all abilities, identities, and backgrounds. We believe that a diverse and fully inclusive organization empowers individuals, heals communities, and creates a better world for us all. As such, we are committed to equal opportunity and the diversity of our workforce and do not exclude, deny benefits to, or otherwise discriminate against any person on account of that individual's gender, race, color, religion, age, disability, national or ethnic origin, military status, veteran status, sexual orientation, gender identity and expression, marital status or any other protected category under applicable law.

Salary: Salary \$37,000 - 39,000.

FLSA Status: Non-Exempt

To Apply: Please send resume, cover letter and the contact information for three references to Mentoring Director, Kristin Humphrey: khumphrey@pyd.org .