



Mentor/Statistician

Reports to: Client and Volunteer Services Director (CVSD) and the Executive Director

Position Summary

As Mentor, this position supports, educates and inspires clients on a daily basis. As Statistician, this position oversees statistical data for the purpose of ensuring we have the most current data on our client programs. The Mentoring/Statistician will be evaluated on a yearly basis by the Executive Director.

Requirements

- Be a committed Christian who has and demonstrates having a personal relationship with Jesus Christ
- Have a strong commitment and dedication to the sanctity of all human life
- Be a member in good standing and in regular attendance at a local church
- Agree with and be willing to uphold the Statement of Faith, Statement of Principles and policies of the Center
- Must have fulfilled or will fulfill the employee training program
- Be able to carry out responsibilities with little or no supervision
- Excellent organizational skills with a great emphasis on detail and program planning
- Be self-motivated and dependable with strong follow through on details and tasks

Responsibilities

- Become a trained mentor
- Mentor several clients per day as needed
- Travel between both centers to evaluate the effectiveness of client programs and paperwork
- Provide tools and statistical data to be used to evaluate client programs and engaging donors
- Use tools and create new tools to gather statistical data to be used for program implementation, program assessments, grants, and donor relations.
- Work with CVSD to maintain all forms relating to clients and programs as approved by the Executive Director
- Client facilitation and training of employees (and volunteers when needed) on any implementation of data tracking
- Enter all client statistics into Waycool
- Ensure proper charting by all mentors
- Audit files in Paducah and Metropolis every 2-3 months
- Create Gala slide show and table tents
- Create Monthly, Quarterly, and Yearly Board Reports reflecting center statistics for Paducah and Metropolis
- Assist volunteers in Metropolis with entering stats as needed
- Enter or assist a volunteer in entering In-Kind donations and volunteer hours into Waycool
- Help the Creative Director with miscellaneous projects as needed
- Cover the front desk as needed/Cover Hope's Closet as needed/ Create event flyers

Training

- Attend monthly staff meetings and in-services
- Complete any trainings that the Executive Director requires
- Read materials and supplies provided by center to be used for client