

**Purpose:**

This position is responsible for maintaining and developing the case management of our churches, students, and youth mentors. This position fulfills the purpose of carrying out the mission statement of HCDBM by implementing ministry foundations to help both the community partners, youth mentors and students to succeed in meeting their spiritual, physical, and emotional goals.

**Position Description:**

The mentor specialist for elementary is responsible for maintaining and developing programs that recruit, support, and develop healthy mentoring relationships, child development, and church readiness to be better suited to ensure that the vision and purpose of HCDB is being fulfilled.

**Primary Objectives:**

* Proactively create programs that recruit, train, and develop mentor matches within the community and assigned church programs.
* Create and execute programs/activities/events to enable age specific matches to be better supported by SBM
* Plan and implement age specific action plans focused on elementary developmental plans that lead to spiritual, emotional, and physical growth.
* Recruit, manage and develop volunteer team leads for your age specific programs targeting elementary planning, after school programs and events focused on creating a fun environment for elementary age youth.
* Maintain an active presence within the department through leadership in meetings, trainings, and ongoing growth opportunities.
* Assist in the design of the mentor match curriculum for both family development/child development/church development focused on each specific age groups
* Case Management of Age Specific SBM Mentor Matches by providing match oversight, enforcing match accountability processes, providing mentee family support, and providing outcome driven data (Surveys, goal setting worksheets, and match action plans reports)
* SBM community development – Collaborating with SBM team in developing a recruitment plan for mentors, executing recruitment plan, and attending community events held by churches and other nonprofits in the area.
* Maintain healthy Mentor Development for assigned age specific relationships which includes but is not limited to: effectively screening mentors, providing relevant mentor training (pre-match and post-match), providing mentor workshops and meet ups, identify and enlist mentors to become coaches for other mentors, and advocate for matches within the school district
* Build relationships with the mentors through encouragement and support to enable them to have successful long-term mentoring relationships with their mentees
* Promote the value of Christian mentoring relationships within the Boerne/Comfort/Bandera community including community relations and recruitment
* Be a resource and advocate for mentee families