Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **CCFA** Division! Go to our job board to apply: job board

The Mentorship Coordinator-Project-Based job at a glance

General Summary

General Summary: Under general supervision, the Mentorship Coordinator plans and coordinates FRC youth and adult mentoring services and provides direct program supervision to assigned volunteer mentors. The position recruits, onboards, trains, schedules, coaches, and monitors up to 20 volunteer mentors to support consistent and safe service delivery. This is a full-time, onsite position that may require occasionally working early morning, evenings and weekends based on program needs.

Project-Based Position: This is a project-based position with an anticipated end date of June 30, 2028. The duration of the assignment subject to business and program needs and may be modified based on those needs. Employees in project-based positions may apply for other CCRC employment opportunities for which they meet the minimum qualifications.

Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture**: Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Youth Mentoring & Program Coordination – 30%

- Coordinate the daily operation of youth/adult mentoring and positive youth development activities at the FRC.
- Develop and maintain a welcoming, strengths-based environment to support, connect, and value youth/adults.
- Coordinate activities that promote positive relationships, confidence, leadership, resilience, and social-emotional development.
- Engage youth/adults to identify their interests, strengths, goals, and other potential beneficial support areas.

Go to our job board to apply: job board

- Design and coordinate age-appropriate enrichment, leadership, recreational, and community-building activities.
- Monitor participation, engagement, and progress; respond to emerging needs with FRC staff and families.
- Identify and coordinate opportunities for youth/adults to develop leadership skills, explore interests, build supportive relationships, and engage in their communities.
- Coordinate referrals and warm handoffs to appropriate FRC and community resources when youth, adults or families need additional support.

Volunteer Mentor Supervision & Support – 30%

- Screen and select adult volunteer mentors, ensuring each meets County and agency background clearance and eligibility requirements before beginning service.
- Ensure volunteer mentors acknowledge and understand that their services to FRC participants are for personal or charitable benefit rather than compensation.
- Develop and facilitate volunteer mentor training on topics including communication, child development, academic support strategies, and cultural competency.
- Establish clear expectations for volunteer mentors related to youth/adult engagement, professionalism, boundaries, confidentiality, safety, and documentation.
- Provide ongoing coaching, feedback, and technical assistance to strengthen the impact of volunteer mentors.
- Develop and maintain volunteer mentor schedules and assignments to meet individual needs and FRC capacity.
- Match volunteer mentors with children and adult participants based on compatibility, needs, and interests.
- Monitor volunteer mentor service performance, attendance, engagement, and delivery.
- Conduct regular individual and/or group check-ins with mentors to address challenges, share best practices, and identify professional development needs.
- Monitor volunteer mentor-mentee progress through regular check-ins, at a minimum monthly or bi-monthly, to ensure positive outcomes.
- Ensure volunteer mentors utilize strengths-based, culturally responsive, trauma-informed, and positive youth/adult development approaches.
- Support volunteer mentors in developing meaningful and consistent relationships with youth/adults while maintaining appropriate professional boundaries.
- Address performance concerns promptly and collaborate with the supervisor .Address issues in volunteer mentor-mentee relationships and provide conflict resolution when necessary.
- Ensure a minor participant's caregiver, parent, or legal guardian is present on FRC premises whenever services are provided, and report incidents involving safety, injury, behavioral issues, or emergencies immediately so required County reporting is completed within twenty-four (24) hours.

Youth/Adult & Family Engagement – 15%

- Build trusting relationships with participants and promote consistent participation in mentoring services.
- Engage parents and caregivers as partners in supporting youth development and well-being.
- Communicate with parents/caregivers regarding youth participation, engagement, and opportunities for additional support, as appropriate.
- Partner with families to identify barriers to participation and develop solutions to support engagement.
- Connect youth, adults, and families to FRC services and community resources based on identified needs.
- Promote feedback opportunities for youth, adults, and families on mentoring activities and program design.

Program Quality, Data & Outcomes – 15%

- Maintain accurate and timely records related to enrollment, participation, activities, and outcomes.
- Monitor program participation and engagement and identify trends, gaps, and opportunities for improvement.
- Collect and track participant feedback to inform continuous quality improvement.
- Prepare program reports and summaries as required by the FRC, funders, and supervisors.
- Participate in program evaluation and continuous quality improvement activities.

Go to our job board to apply: job board

- Use data and participant feedback to strengthen program design and service delivery.
- Ensure services are delivered in accordance with organizational policies, contractual requirements, and applicable regulations.
- Complete annual County Human Services Privacy and Security training, sign the annual Confidentiality Statement, and immediately report any suspected or actual breach of confidential information.

Partnerships & Community Engagement – 10%

- Develop and maintain collaborative relationships with schools, youth-serving organizations, community partners, and other stakeholders.
- Coordinate with partners, as needed, to support youth/adult development and engagement.
- Identify opportunities for youth/adults to participate in community events, leadership opportunities, enrichment activities, and civic/community engagement.
- Represent CCRC at community, partner, and funder events, including CCRC hosted initiatives and public engagement activities.
- Develop partnerships that expand opportunities and resources available to youth, adults, and families.

Non-Essential Duties And Responsibilities

These duties include tasks that are required but currently comprise of less than 5% of the daily workflow for this job:

- Perform other duties as assigned to support the mission and strategic goals of the agency.

Job Specifications

Minimum Required

- **Education**: Bachelor's degree in Social Work, Education, Psychology, Human Services, Youth Development, or a related field; equivalent combination of education and relevant experience may be considered
- **Experience:**
  - Minimum of 2 years of experience working with children, youth, adults, families, mentoring, youth development, education, or related human services programs.
  - Minimum of 2 years of experience providing direction, coaching, or supervision to mentors, volunteers, interns, or other program personnel.
  - Experience developing and implementing youth-focused programming.
  - Strong understanding of positive youth development and strengths-based approaches.
  - Strong communication, organization, problem-solving, and relationship-building skills.
  - Ability to build authentic and trusting relationships with youth, adults, and families.
  - Ability to maintain appropriate professional boundaries and confidentiality.
  - Proficiency with Microsoft Office and/or other program data and scheduling systems.
  - **Professional/Technical Certifications:** Hold or obtain CPR & First Aid **within the first 90 days of start.**.
- **Technical Requirements:**
  - Intermediate proficiency level using Microsoft Excel, Word, PowerPoint, Outlook and video conferencing tools including Zoom and Microsoft Teams.
- **Bilingual Required**: N/A
- **Behavioral:**
  - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
  - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
  - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking; strong leadership skills.
  - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.

Go to our job board to apply: job board

- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
- Adherence to technological security in accordance with Agency policy and legal requirements.

- **Travel:** This position requires up to 15% of travel to CCRC Family Resource Centers and community partner locations within Los Angeles and San Bernardino Counties, as well as attendance at meetings, events and conferences Will consist of travel to and from agency locations and regional external clients for trainings. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** This is a full-time, onsite schedule; typically Monday to Friday, a non-traditional work schedule including early mornings, late evenings, and weekends may be required as needed to meet program needs.
- **Work environment:** This position is onsite, performing work at the assigned Family Resource Center site. The position is subject to typical indoor working conditions, including moderate noise and temperature variations.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
  - **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
  - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
  - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
  - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
  - **Child Development Permit**: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
  - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
  - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
  - **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5

Preferred
All minimum requirements met above, plus:

- **Education:** Master's preferred in Social Work, Public Administration, Human Services, or related field
- **Experience:**

Go to our job board to apply: job board

- Experience working in a Family Resource Center, school-based program, community-based organization, or other family-serving environment.
- Experience supervising mentors, volunteers, interns, or part-time staff.
- Knowledge of positive youth development, mentoring, leadership development, social-emotional learning, or restorative practices.
- Experience using data to monitor program participation and outcomes.
- Bilingual or multilingual skills relevant to the communities served.
- Experience with trauma-informed and culturally responsive practices.

- **Technical Requirements:**
  Advanced proficiency level using Microsoft Excel, Word, PowerPoint, Outlook and video conferencing tools including Zoom and Microsoft Teams.
- **Bilingual preferred**. Ability to converse, write and/or translate in English and Armenian / Spanish

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	x	☒	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.		x	☐	☐	☐
Crawling: Moving about on hands and knees.	x	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	x	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	x	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching skin, particularly that of the fingertips.	x	☐	☐	☒	☐
Grasping: Applying pressure to an object with the fingers.	☐	x	☒	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	x
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	x	☒	☐	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting up to 30lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.		x	☐	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 30lb – 50lb** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	x	☐	☐	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. **Lifting 50lb+** objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	xx	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	x	☒	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	x	☒	☐	☐	☐

Go to our job board to apply: job board

Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	x	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	x
Sitting: Particularly for long periods of time.	☐	☐	☐	x	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	x	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	x	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	x
Twisting: Turning from right to left at the waist.	x	☒	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	x
Walking: Moving about on feet to accomplish tasks.	☐	☐	x	☐	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations
If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

Go to our job board to apply: job board