

Western Wellness Foundation, Inc.

Job Description

Best Friends Mentoring Program Recruitment & Training Coordinator

1. The Recruitment & Training Coordinator shall provide a direct connection for volunteers involved with the Best Friends Mentoring Program and shall be directly responsible for recruiting and training mentors for and coordinating with staff. Specifically, he/she shall:
 - Set up a training schedule with staff and training facilitators, according to the courses currently provided and new courses to be offered to volunteers. Review and modify current training curriculum as needed.
 - Enter sign-in sheet and other training data into the training records.
 - Manage the training schedule, publicize training events and respond to training inquiries.
 - Generate reports and compile data.
 - Coordinate logistics for training events to include reserving rooms and equipment and assembling materials.
 - Coordinate and track pre-work.
 - Set up /clean up training rooms before and after events.
2. The Coordinator shall generate a prospect list of volunteers and recruit volunteer mentors through public speaking, one-to-one contact and other means of communication.
3. The Coordinator shall assist in coordinating and participate in all fundraising events and participate in program publicity, marketing, and mentor recruitment efforts.
4. The Coordinator will work flexible hours to include evenings and Saturdays at times.
5. The Coordinator reports directly to the executive director of the Western Wellness Foundation, Inc.

QUALIFICATIONS

- Excellent communication and customer service skills.
- Outgoing personality, comfort with public speaking to large & small groups.
- High school degree required. Prefer college degree in human resources, education, social work, human services or a related field, but not required.
- 2 years work or volunteer experience in a human service or related field.
- Experience working with youth and experience volunteering.
- Experience with public speaking, teaching, training, etc.
- Computer proficiency with Excel, Word, Publisher and other programs.
- Superior attention to detail and accuracy.
- Excellent planning and organizational skills.
- Ability to consistently meet deadlines with high quality work.

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OTHER INFORMATION: Work 18 hours per week, \$12/hour. No benefits are associated with this position. Position is grant funded through December 2011. Application deadline: April 4, 2011. Send letter of interest, resume and 3 references to: Executive Director Kris Fehr, Best Friends Mentoring Program, P.O. Box 542/135 W. Villard St., Dickinson, ND 58601. Information: 701-483-8615. Check out our web site: www.westernwellness.org.