



Director of Mentoring Expansion

Job Description

Location: Hybrid Remote/Burlington, Vermont

Reports to: Executive Director

Hours: 37.5/week

Type: Full-Time Exempt

ORGANIZATIONAL BACKGROUND

[MENTOR Vermont](#) is a statewide non-profit organization that leads, expands, and strengthens the mentoring movement, building capacity to make high-quality relationships accessible to all young people. MENTOR Vermont is an affiliate member of [MENTOR](#), a national network of organizations invested in a future where relationships power opportunity for all.

At MENTOR Vermont, we are a highly collaborative and tight-knit team. We are supportive of each other and believe that work-life balance is essential to a healthy and effective workplace. We value the whole person we bring to work each day. We are continuous learners and push each other to think creatively. We hold each other accountable. We celebrate, play, and laugh (a lot!). We are driven and inspired by youth voices. We are committed to growing mentoring opportunities for Vermont youth and supporting mentoring programs to make that a reality...join us!

COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

MENTOR Vermont is committed to fostering an environment of diversity and inclusion for all. We embrace our differences and celebrate our common humanity in advancing awareness of the need for and transformative power of supportive relationships for our young people. We believe that varied perspectives, experiences, and opinions are central assets in our mission to close the mentoring gap. As we seek to build the most complementary team when it comes to skill, perspective, and experience, we strongly encourage candidates from underrepresented communities to apply.

SCOPE OF RESPONSIBILITIES

MENTOR Vermont strives to create Relationship Centered Communities across the state, so all young people grow up with the supportive mentoring relationships they need to grow and thrive. The Director of Mentoring Expansion will oversee MENTOR Vermont's strategic growth of building Relationship Centered Communities. This position will advance the [Mentoring Mindset](#) through training, partnership building, and supportive resources. This includes identifying, strengthening, and supporting new and growing relationship centered mentoring initiatives throughout the state. MENTOR Vermont currently collaborates with approximately 30 mentoring agencies (a mix of youth serving non-profits, non-profit prevention coalitions, and school districts/supervisory unions). This position will work collaboratively with MENTOR Vermont staff to ensure youth mentoring programs in Vermont have the resources and assistance necessary to sufficiently support youth and mentors.

As a staff member of MENTOR Vermont and part of the national MENTOR Affiliate network, the Director of Mentoring Expansion will play a valuable role in mentoring advancement efforts. This may include committee participation, strategy sharing and generating resources that can elevate the MENTOR brand and positively impact the mentoring movement statewide and nationally.

PRINCIPAL RESPONSIBILITIES

Mentoring Training

- In collaboration with the Training & Support Director, implement the Mentoring Mindset framework throughout the state



- Expand mentoring opportunities for youth by building and strengthening relationships with new and existing mentoring and youth serving agencies
- Prioritize community engagement with agencies invested in building strong and supportive relationships with youth
- Develop and execute a compelling marketing strategy for advancing the Mentoring Mindset throughout the state
- Deliver the Mentoring Mindset suite of training to youth serving organizations and community partners, tailoring the material to best meet the needs of the audience
- Collaborate with the Training & Support Director to develop a comprehensive set of Mentoring Mindset resources to supplement the Mentoring Mindset training
- Engage in periodic and thoughtful follow up with training participants to support their continued growth and application of the material
- Assist the Training & Support Director with the delivery of the Elements of Effective Practice in Mentoring (EPEM) to programs, with a focus on group and peer mentoring models
- Assist the Training & Support Director with the delivery of the Becoming a Better Mentor to programs, with a focus on group and peer mentoring models
- Aid the Training & Support Director by providing additional training support to programs, as needed

Mentoring Program Support

- Provide comprehensive support to peer-based and group mentoring programs through program coaching and resource development
- Introduce the program Partnership Model to programs new to MENTOR Vermont, highlighting the benefits of engagement and membership
- Support the Training & Support Director with guiding programs through the National Quality Mentoring System (NQMS)
- Engage with program-led committees (e.g. Program Leadership Council, DEI Committee) as needed, to support their initiatives

Program Expansion & Awareness Building

- Expand youth mentoring in Vermont
 - Support the strategic growth of existing mentoring organizations (peer and group program models)
 - Support the establishment of new programs in underserved areas of the state
- Provide ongoing support to new and developing programs as they move from concept to implementation
- Oversee the smooth transition of program support to the Training & Support Director for newly established programs formalizing their relationship with MENTOR Vermont through the Partnership Model
- Advocate for the centering of youth voice in program expansion and the growth of the mentoring field

A SUCCESSFUL CANDIDATE WILL POSSESS

Experience & Skills

- 3+ years providing in-person, dynamic, group training
- Experience working with youth and supporting people working with youth
- Success with implementing and overseeing organizational systems and tools
- Fluency with using assets-based versus deficit-based language and framing
- Excellence at building and maintaining genuine relationships with community members



- Comprehensive problem-solving skills and the ability to implement solutions in a timely manner
- Ability to lead complex and long-term projects to successful and on-time outcomes
- Self-driven and able to effectively collaborate with others in a complex and fast-paced work environment
- Ability to quickly learn new software systems and well versed in Microsoft and Google Suites
- Speaks passionately and persuasively about mentoring and building relationships in Vermont

Values

- Passionate toward elevating youth voice and the positive impacts of youth mentoring
- An unwavering commitment to diversity, equity, & inclusion, and an eagerness to challenge MENTOR Vermont to continue to grow, improve, and sustain change in this area
- Desire to work with a passionate, fun and collaborative team, striving to ensure youth in Vermont have the supportive mentoring relationships they need to thrive
- Alignment with MENTOR Vermont's core values, and a commitment to embodying those values

COMPENSATION & BENEFITS

- Salary range begins at \$60,000
- Health Benefit: \$1,020/month (Equivalent of 2026 MVP Individual Gold Plan)
- Health Flexible Spending Account (FSA) & Dependent Care Assistance Program (DCAP)
- Dental and vision plans at employee cost
- Simple IRA contribution: Employer match up to 3%
- Generous paid time off, including 33 PTO days and a flexible work schedule
- Reimbursement for approved work-related travel
- One day a week air-desk access to [Hula](#), including networking and special event opportunities

REQUIREMENTS

- Employee should have the ability to be stationary at a computer and the ability to travel for presentations, meetings, and engagements
- Employee must have access to transportation that allows travel throughout the state for in-person meetings
- Employee is expected to work from Hula (50 Lakeside Ave, Burlington, VT) weekly on Mondays (or at a mutually agreed upon day/place in advance by employee and supervisor)
- When working remotely, employee must have adequate internet to achieve their job functions

TO APPLY

Please send a resume and cover letter to jobs@mentorvt.org by **April 30th**. Applications will be reviewed on a rolling basis. Only the most qualified candidates for the position will be contacted.

MENTOR Vermont is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.