



**Mentor Recruitment Manager**  
Job Description

**Location:** Northwest, Vermont  
**Hours:** 180h Total (Avg. 6hrs/wk),  
March-August, 2025

**Reports to:** Training and Support Director  
**Type:** Temporary, Part-Time, Non-Exempt,  
\$25/hr

**ORGANIZATIONAL BACKGROUND**

**MENTOR Vermont** is a statewide non-profit organization that provides funding, resources, and support to the youth mentoring field in Vermont to strengthen the quality and broaden the reach of mentoring relationships in our communities. MENTOR Vermont is an affiliate member of **MENTOR: National**, a national network of organizations invested in high-quality mentoring relationships and closing the mentoring gap.

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. We are looking to expand our team to further our reach and make a bigger impact...join us!

**COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION**

MENTOR Vermont is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. 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**

The Mentor Recruitment Manager is Regional Prevention Partnership grant-funded position responsible for targeted outreach to create new pipelines for recruiting mentor volunteers in Grand Isle and Franklin counties, and tracking those recruitment efforts. This position works closely with the Training and Support Director to define initiatives that will enhance the community's knowledge of MENTOR Vermont's mission, build awareness, develop relationship-centered communities, and create recruitment pipelines to help mentoring agencies serve more youth.

**PRINCIPAL RESPONSIBILITIES**

Outreach:

- Create presentation(s) about the impact of mentoring and mentoring agencies in Franklin and Grand Isle Counties
- Connect with local organizations and present with a focus on volunteer opportunities for mentoring
- Seek out and actively participate in local networking opportunities
- Build relationships with organizations and community members to expand familiarity with mentoring



- Work closely with the Training and Support Director to establish and report on new areas for outreach

#### Recruitment:

- Connect with businesses to explore intentional presentation opportunities to employees beyond tabling events
- Develop and create strategies to build sustainable pipelines for volunteers to mentoring agencies
- Work closely with the Training and Support Director on a variety of marketing and advertising opportunities
- Periodic collaboration with local mentoring agencies to better understand and identify volunteer mentor needs of the communities

#### Data Collection and Reporting:

- Collect all grant-required data (e.g. number of volunteer inquiries, number of presentations made).
- Track and report all required data to the Training and Support Director

### **A SUCCESSFUL CANDIDATE WILL POSSESS**

#### Experience & Skills

- 2+ years' experience in a related field
- Working knowledge of Microsoft Suite, Google Suite and Canva
- Ability to develop and present engaging informational presentations to a variety of audiences
- Ability to think creatively and outside the box
- Strong communication skills
- Self-driven and successful working independently
- Speaks passionately and persuasively about mentoring in Vermont
- Fluent with using assets-based versus deficit-based language and framing
- Excellent at building and maintaining genuine relationships with community members in Franklin and Grand Isle counties

#### 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**

- \$25/h for up to 180 hours from March through August, 2025
- Reimbursement for approved, work-related travel (up to 600 miles for the job period)

### **REQUIREMENTS:**

- This position requires a wide range of physical requirements. Employee should have the ability to be stationary at a computer and the ability to travel for presentations, meetings, and engagements.



- This position requires in-person presence in Grand Isle and Franklin Counties. Employee must have access to transportation that allows for mobility in those areas, as well as periodic travel to Burlington, Vermont.
- This is a temporary, part-time position based in Northwest Vermont. Employee may be asked to work from the MENTOR Vermont office in Burlington, periodically, on date(s) agreed upon in advance by employee and supervisor.
- Components of this work will be done remotely. While 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](mailto:jobs@mentorvt.org) by **February 9, 2025**. Applications will be reviewed on a rolling basis.

*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.*