

Program Director – Part-Time

The Mentoring Project of the Upper Valley (TMPUV)
80–90 Hours per Month | Primarily Remote | Flexible Schedule

The Mentoring Project of the Upper Valley (TMPUV) is seeking a collaborative, organized, and relationship-focused **Program Director** to lead our youth mentoring programs and community initiatives.

This is a unique opportunity to work directly with youth, families, mentors, schools, businesses, and community partners throughout the Upper Valley with a focus on matching youth in the OESU & Rivendell school district catchment areas. The Program Director oversees TMPUV's traditional mentoring program and leads the Teen Apprentice Program (TAP), which connects young people with opportunities for career exploration, skill development, and community engagement.

What You'll Do

- Recruit, screen, train, match, and support mentors, mentees, and families.
- Build and maintain strong relationships with youth, families, schools, businesses, and community partners.
- Monitor mentoring relationships and support positive, meaningful connections.
- Coordinate the Teen Apprentice Program (TAP) and develop new opportunities and partnerships for Upper Valley youth.
- Track program outcomes and support continuous program improvement.
- Collaborate with the TMPUV Board on organizational goals, strategic planning, grants, fundraising, and outreach.
- Represent TMPUV at community events, trainings, and networking opportunities.

We're Looking for Someone Who

- Has a bachelor's degree in education, social work, counseling, psychology, nonprofit management, or a related field.
- Has experience working with youth, families, schools, or community organizations.
- Is organized, self-directed, collaborative, and able to manage multiple priorities.
- Builds authentic relationships and communicates openly and professionally.
- Demonstrates discretion and sound ethical judgment when handling sensitive information.
- Is comfortable working with a volunteer Board and diverse community partners.
- Has a valid driver's license and can travel throughout TMPUV's service area.

Experience in nonprofit management, program development, grant writing, fundraising, budgeting, or program evaluation is preferred.



About the Schedule

This is a part-time position averaging approximately **80–90 hours per month**. The position is primarily remote and offers a flexible schedule. The successful candidate must live within TMPUV's region and be available for occasional evening and weekend activities, Board meetings, community events, and program commitments.

Compensation: \$26.00–\$37.00 per hour, commensurate with experience and qualifications and subject to available funding.

To Apply

Please submit a resume and letter of interest to tmpuv.president@gmail.com describing your experience working with youth, community organizations, or nonprofit programs, as well as your interest in the mission of The Mentoring Project of the Upper Valley.

Help us create meaningful connections between young people and caring adults throughout the Upper Valley.