



District Coordinator

POSITION DESCRIPTION

ABOUT COMMON GRACE

Established in 2002, Common Grace is a small faith-based 501(c)(3) non-profit organization based on Oahu. Our mission is to help in-need children in Hawai'i's public schools by connecting them with caring adults, teenagers, and older adults who serve keiki with Compassion, Attention, Kindness, and Encouragement (C.A.K.E.) through one-on-one mentorship. We have two programs: (1) Mālama Mentors, which trains and pairs adults and high school students with in-need children in public elementary schools, and (2) Mohala Mentors, which partners high school students with in-need middle school students. Mentors and mentees meet each week for 1 hour for a total of ~25 weeks.

MISSION

To serve Compassion, Attention, Kindness, and Encouragement (C.A.K.E.) to Hawaii's public elementary and middle school students through one-to-one mentorship.

POSITION SUMMARY

The District Coordinator is primarily responsible for overseeing the execution of Common Grace's youth mentoring programs at 2-3 partner public schools within their district. This position is a key team member in ensuring the success of Common Grace's school-level mentorship efforts that are focused on K-12 social, emotional, and leadership development.

Type: Part-Time (10 hours/week)

Location: Various, HI

Position Reports To: Program Coordinator

Compensation: \$18 / hour

SUPERVISORY RESPONSIBILITIES

This position directly oversees 4-6 high school leaders called Co-Captains**. This position will also be responsible for chaperoning mentorship sessions (in tandem with another adult, as available) comprised of 8-12 high school mentors and 8-12 elementary/middle school mentees. Mentorship sessions are afterschool, on the same day each week, and last one hour.

***Each school mentorship partnership consists of one high school and one elementary/middle school. Each partnership is led by two high school students called "Co-Captains" who lead mentor training and mentorship sessions. The Area Coordinator is responsible for overseeing, training, and supervising their area's 4-6 high school Co-Captains.*

POSITION DISTRICTS

We are currently seeking 3 District Coordinators:

1. Honolulu District I
2. Honolulu District II
3. Windward District

KEY RESPONSIBILITIES

1. Mentorship Program Execution (50%)

- Ensure the high school Co-Captains for 2-3 school partnerships are facilitating quality relationships between high school mentors and their kids
- Serve as the main point of contact for Common Grace's mentorship programs at 2-3 school partnerships
- Ensure the facilitation of quality mentorship relationships at 2-3 school partnerships
- Maintain an inviting, safe, fun and orderly mentorship environment
- Manage mentorship program equipment, materials, and supplies
- Manage student behaviors in a responsive and reflective manner, actively problem-solving with students as necessary
- Provide transportation to and from mentorship sites, as necessary

2. Training & Mentoring Co-Captains (30%)

- Under the direction of the Program Coordinator, train, mentor and oversee 4-6 high school to college-aged Co-Captains. Provide guidance, resources, and support to assist them in their leadership roles, educational pursuits, and life success
- Meet with the Program Coordinator weekly to obtain mentorship and training plans, supplies, and materials for your Co-Captains
- Facilitate weekly Co-Captain training sessions to prepare them for upcoming training/mentorship sessions
- Support Co-Captains weekly by attending, debriefing, and encouraging them after training/mentorship sessions

3. Recruitment & Outreach (10%)

- Under the direction of the Program Coordinator, oversee the mentor/mentee recruitment, interview, selection, and matching process

4. Partnership Maintenance (5%)

- Maintain a clear and consistent line of communication with program staff, school administration, mentors, mentees, and parents
- Develop and maintain good relations with partner school officials, counselors, and principals

5. Administrative Tasks (5%)

- Maintain accurate attendance records
- Ensure program documents (i.e., attendance, applications, assessments, field trip forms, etc.) are completed and submitted in a timely manner

SKILLS AND REQUIREMENTS

- Commitment to Common Grace's core values C.A.K.E. – Compassion, Attention, Kindness, Encouragement
- Available to work during mentorship hours (typically between 2:00 PM – 4:00 PM) with occasional weekends as needed
- Possess a valid driver's license, meet Common Grace's driving abstract requirements
- Ability to travel to multiple school/work sites to conduct job responsibilities as required
- Ability to work cooperatively and collaboratively with school district staff, program staff, parents, high school mentors, and mentees
- Previous leadership and/or supervisory experience (strongly preferred)
- Experience working with diverse populations (strongly preferred)

- Ability to maintain composure and exhibit sound judgement in an emergency
- Ability to complete administrative tasks in an accurate and timely manner
- Some moderate lifting (up to 25 pounds) may be required on an occasional basis
- Candidate must pass background check

TO APPLY

Applications are available here: <https://drive.google.com/file/d/1XqPCpkpQYR9RyF9s44bg5EBZRc8xGBmZ/view>.

Please send (1) application, (2) cover letter, (3) resume, and (4) three references to emily@commongrace.org or submit your applications online at commongrace.org/careers.

**In accordance with Federal Law, Common Grace is prohibited from discriminating because of race, color, national origin, sex, age, or disability*