

Quality Practice Checklists

4. What to look for in a Coordinator

This list comes from a full set that was originally printed in 'A Guide to Effective Practice for Mentoring Young People', 2007, Office for Youth, Department of Planning & Community Development'

Key Points:

The program coordinator is responsible for:

- Overseeing the development and implementation of the mentoring program
- Program quality and performance
- Communications with mentors, mentees, parents/carers, relevant organisations
- Program reporting to reference / advisory committee or Board of Directors and funding bodies
- Promotion of the program
- Managing relationship with partners, sponsors and funding bodies
- Supervision of staff and non-mentor volunteers

The following attributes need to be considered when hiring a program coordinator:

- Expert knowledge of mentoring
- Experience in program management and evaluation
- Excellent communication skills
- Well developed organisational skills
- Well developed networks and knowledge of the youth sector
- Experience in coaching and supervision of staff
- Submission and report writing
- Skills and knowledge of evaluation and continuous improvement techniques
- Commitment to stay for a period of time