Mentor Tutor Connection
Helping students achieve their potential and thrive

Announcement of Job Opening at Mentor Tutor Connection

Program Manager
Mountain View Los Altos Union High School District

Introduction

Mentor Tutor Connection (MTC) enhances the academic, social, and emotional growth of students in grades K–12 by cultivating meaningful connections with adult volunteer mentors and tutors. We do this by recruiting, training, and supporting volunteers, and by partnering with the Mountain View and Los Altos school districts. **MTC is celebrating its 30th anniversary of service to the community**.

Position

The **Program Manager** is a part-time role (15-20 hours/week) combining remote and on-campus work (approximately 70% on campus during school hours). The position follows the school calendar (about 40 weeks per year, with minimal hours during school breaks). This role involves both one-to-one mentor/mentee matches, group activities and wellness programming.

We seek a Program Manager who can connect with teens, collaborate with school staff, and support volunteers to create meaningful relationships and programming that promote student well-being and exploration of a range of life paths and opportunities.

Key Responsibilities

Mentor Recruitment, Matching, and Support

- Recruit, interview, screen, and enroll students through referrals from staff, presentations, and outreach.
- Interview, screen, and support mentors to assess suitability and interests.
- Create and manage one-to-one matches, facilitating introductions and supporting relationships (avg. 35-50 matches/year).
- Provide ongoing communication, training, and resources to mentors and students.
- Offer continuing education, peer support, and community-building opportunities for mentors.

Group Programming

- Develop and implement activities for mentors and mentees and wellness programming for students.
- Plan and lead field trips and campus-based programming that foster connection and resilience.

Program Oversight and Evaluation

- Conduct surveys and collect feedback to assess program outcomes.
- Maintain accurate data and provide reports as needed.
- Participate in staff meetings, professional development, and community events.
- Gather and share compelling stories to support MTC's communications and fundraising.

Representing MTC

- Positively engage with students, volunteers, staff, parents, and community members.
- Promote awareness of MTC's mission in schools and the broader community.
- Ensure efficient program operations and embrace continuous improvement.

Job Requirements

- Strong interpersonal and organizational skills; ability to motivate and connect with diverse groups.
- Compassionate, non-judgmental approach to working with teens.
- Effective oral and written communication.
- Ability to work independently and flexibly in a part-time environment.
- Proficiency in Google Suite and database management.
- Ability to plan enrichment events and wellness programming.
- Completion of MVLA School District requirements (FBI/DOJ background check, TB test or waiver, annual safety training, volunteer driver clearance).

Education and Experience

- Bachelor's degree or equivalent required.
- Experience in education and/or working with teens preferred.
- Counseling or social services background is a plus.
- Spanish language proficiency is a plus.

Compensation and Application

This role pays $30 per hour. **To apply, please send a cover letter and resume to: Lisa Peckler, Executive Director; lisap@mentortutorconnection.org**

Equal Opportunity Statement

MTC is an equal opportunity employer and makes employment decisions based on merit. MTC policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including genetic characteristics), sexual orientation, or any other status protected by law.