



**Mentoring Supervisor
Job Description
Full Time Salaried, Exempt
November 2025**

What We Do

For over 60 years, Family Guidance's **one2oneMentoring** program has been changing lives in Allegheny and Beaver Counties, Pennsylvania. We match Christian mentors with children 7-18 years old for intentional friendship, stability, and encouragement. These children live in historically underserved neighborhoods. Most live in poverty. Through the love of Jesus and a mentoring friendship, we help these children reach their God-given potential.

What You Do

As a Mentoring Supervisor, you establish mentoring relationships. You recruit and train new adult mentors. You work with Family Guidance's Promise Camp, and with schools, churches, and others to find children who would benefit from a mentor. Using our certified process, you match the mentor with the "mentee". You work with a variety of people, including parents, volunteers, churches, school officials, and more. Throughout this process, you supply supervision and spiritual direction for all those involved.

You will work with both adults and children from a range of backgrounds and cultures, and with a variety of hopes and needs. If you work with an attitude of grace, kindness, and compassion, you would be a great fit.

Do you...

- Feel a call to mentoring ministry?
- Want to positively influence the lives of children, their families, and mentors?
- Enjoy working in a supportive, collaborative team environment?
- Desire to bring glory to Jesus through your career?

If so, this is the job you've been looking for!

Areas of Responsibility

Mentors

- Assess potential mentors for organizational "fit" throughout the discernment process. This includes overseeing background checks and security clearances.
- Equip potential mentors through an established orientation and training program.

Mentees

- Assess potential mentees and parents through our screening and education process.
- Set expectations for mentees and parents regarding the scope of a mentoring relationship.
- Triage family needs. Refer them to outside agencies/organizations who can help.

Program Oversight

- Using our certified processes, assess and create mentoring matches.
- Lead all parties through the initial match kickoff meeting. Review mentoring benefits. Set healthy boundaries for the mentoring relationship.
- Mediate and resolve any issues in the mentoring relationship, including the families.

Program Leadership

- Supervise mentoring relationships through consistent communication with the mentor, the mentee, and the parents. This includes reading and responding to mentor reports, conducting regular evaluations, and holding annual match celebrations. Provide wise counsel and encouragement.
- Coach and train mentors. Plan and participate in events to support mentors and matches.
- Strictly follow all confidentiality guidelines.

Program Growth

- Recruit mentors through presentations to churches and other groups as needed.
- Work with Promise Camp to recruit mentees. When needed, also recruit through relationships with parents, school officials, church congregations, and the youth themselves.
- Encourage and assist the mentee and the parents to participate in Promise Camp.

Organizational Duties

- Be an active and committed member of the Mentor Supervisor team. Attend weekly in-person staff meetings.
- Explain the Family Guidance mission, vision, and distinctives of our mentoring approach.
- Travel to homes, schools, and communities. This will require a flexible work schedule, including evenings and weekends.
- Participate in all mentoring and Family Guidance events, including fundraisers.

Accountability

The Mentoring Supervisor reports to the Director of Mentoring.

Works Closely With

Mentoring Team, Promise Camp Director, and Executive Director as needed.

Lifestyle Commitments

- Spiritual Health and Fellowship-including active participation in a local church, study of Scripture, and spiritual disciplines.
- Represent Christ well with both integrity and humility.
- Align with and uphold Family Guidance's Statement of Faith and Mission Statement.

Qualifications

Education and Experience

- Bachelor's degree preferred.

- 3-5 years youth experience/ministry - paid or volunteer.
- Proven ability to supervise multiple staff. Experience managing volunteers is a plus.
- Valid Driver's License, vehicle, and proper insurance for organizational travel.
- Able to pass criminal, child abuse, and FBI background checks including driving history.

Work Ethic

- A commitment to excellence, integrity, and humility.
- Work effectively both independently and in teams.
- Manage deadlines and organizational projects.

Sound Judgment

- Compassion for and understanding of the impact of poverty, high-crime neighborhoods, and family dynamics on both children and their families.
- Exercise calm and wise judgment in new, ambiguous, or demanding situations.
- Wise supervision of volunteer mentors.
- Prioritize tasks effectively with the ability to adjust as needed.

Interpersonal Qualities

- Highly relational personality.
- Work comfortably with diverse cultures and personalities.
- Ability to work with people in all facets of the mentoring experience – families, church leaders, school & agency administration and staff, and volunteer mentors.

Technical/Admin

- This position operates in a hybrid model that supports both in-person connection and work-from-home flexibility; reliable internet access is required for remote days.
- Regular (often daily) data entry in database that manages the mentoring process.
- Sound organizational skills.
- Excellent written and oral communication skills.
- Working knowledge of Office 365 products.

Salary & Benefits

- Salary range \$40,000-\$46,000 based on experience
- 403b
- Health insurance package available

Contact Information

Family Guidance
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