

For Immediate Hire

MENTOR2.0 PROGRAM COORDINATOR (Pikes Peak)

All potential candidates must respond with a [resume and a customized cover letter for this position to \[hr@biglittlcolorado.org\]\(mailto:hr@biglittlcolorado.org\)](#). *As we have multiple openings, please put "mentor2.0 Program Coordinator" in subject line.* Applications will be accepted until the position is filled. PLEASE NOTE: Interviews will not begin before the week of September 27.

BIG BROTHERS BIG SISTERS OF COLORADO MISSION

The mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. By partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropist we are accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships
- Avoidance of risky behaviors
- Educational success

ABOUT BIG BROTHERS BIG SISTERS OF COLORADO

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation's largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages nine through young adulthood in Colorado. We develop positive relationships that have a direct and lasting effect on the lives of young people.

BBBSC serves youth through a portfolio of mentoring programs.

- **Community-based** is a traditional mentoring program. Mentee/mentor matches determine activities of mutual interest and meet two to four times per month.
- **Sports Buddies** is an innovative mentoring program started by BBBSC in 2000. Mentee/mentor matches meet one to two times per month for sports-based activities that are planned, scheduled, and overseen by BBBSC staff.
- The **mentor2.0** program matches youth attending a partner high school one-to-one with an adult mentor starting in high school and through the first year of post-secondary education or training. Matches in mentor2.0 communicate and build their relationship through weekly email exchanges using the research-based "College Ready" curriculum.

OVERVIEW

mentor2.0 is an innovative high school mentoring program that focuses on building mentoring relationships that empower high school students from under-resourced communities to graduate high school, create a post-secondary plan, and achieve that plan. This position will directly deliver the mentor2.0 program through classroom instruction, using a technology-assisted communication approach and a provided curriculum focused on promoting school success to reach high school graduation and future planning. In addition to classroom instruction, student participants are matched in 1-to-1 volunteer mentoring relationships, and the coordinator oversees these mentoring relationships within BBBSA National standards and BBBSC policies. This position is responsible for the stewardship of school and professional partnerships assigned to them, and for the oversight of a caseload of new and existing youth mentoring relationships in the Colorado Springs market.

RESPONSIBILITIES

PROGRAM DELIVERY

- Management of match development including mentor and mentee enrollment, engagement, training, matching, match support, and documentation. This includes:
 - Managing student and volunteer enrollment, screening, interviewing, and training.
 - Providing individual match support and case management, including documentation.
 - Proactively assisting match relationships through regular communication (phone, email and in-person).
 - Identifying matches who need additional support and implementing strategies to improve mentoring relationships.
- Implementation of the mentor2.0 program in classrooms (or during assigned out-of-school time) including weekly teaching and monthly group events.
- Development of strong collaborative partnerships with schools, classroom teachers, administrative staff, and designated corporate partners.
- Organize and facilitate large, monthly match events, overseeing all logistics and activity content. Events are typically in-person, though the program is obligated to abide by the expectations of the school partners we work with. If in-person events are not allowable by the school partner, virtual events may be required to be facilitated.
- Track program participation, conduct surveys, and evaluations.
- Utilize the program's external management tools offered by program partners (such as iMentor) and the program's internal data management tool, Matchforce, to track and optimize performance.
- Participate in speaking and recruitment opportunities on behalf of the agency.

STAFF LEADERSHIP

- No direct reports.

QUALIFICATIONS

- **Typical work hours:** Monday-Friday work schedule with flexibility to be on duty/on-site at the office one night per week and to balance school responsibilities with evening program events.
- **Required:** Demonstrate experience with school partnerships, secondary education, and/or post-secondary planning or academic training in secondary or post-secondary education. Demonstrate ability to work independently and collaboratively, exercising good judgement, decision-making, and problem-solving skills to achieve team goals.
- **Preferred (but not required):** Youth-development experience in one or several of the following areas: positive youth development, partnering with multi-cultural communities, implementing inclusive and anti-racist practices in service delivery, volunteer management and/or working with Spanish-speaking communities. Bilingual proficiency in both English and Spanish.

COMPENSATION

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified a talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

- Starting salary for this position is \$40,500.
 - Additional compensation may be offered to staff who are bilingual in both English and Spanish.
 - Salary may be adjusted in January; can discuss during interview.
- Excellent benefits including company paid medical, dental, vision for the employee.
- Many other work-life balance benefits.

COMMITMENT TO JEDI

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We - BBBSC staff and board - are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs and services.

At BBBSC, Justice, Equity, Diversity, and Inclusion (JEDI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

For more information about Big Brothers Big Sisters of Colorado, visit our website at www.biglittlcolorado.org.

Equal Opportunity Employer: Minority-BIPOC/Female/Veteran/Disability (Individuals with a disability who need an accommodation to apply please contact us at hr@biglittlcolorado.org.)

No calls or emails from third parties at this time please.