

For Immediate Hire

COMMUNITY MENTORING PROGRAM SPECIALIST (DENVER)

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 “Community Mentoring Program Specialist” in subject line. Applications will be accepted until the position is filled.

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

Community Mentoring is a traditional mentoring program where mentee/mentor matches spend time together in our local community based upon the mutually agreed upon goals of the youth, parent and volunteer. The specialist oversees these mentoring relationships within BBBSA National standards and BBBSC policies, and is responsible for supporting a caseload of new and existing youth mentoring relationships in the Denver market.

RESPONSIBILITIES

PROGRAM DELIVERY

- Provide individual match support and case management, including documentation for an existing caseload of mentoring matches.
- Conduct match introductions of newly created mentoring matches.

- Proactively assist all match relationships through regular communication (phone, email and in-person). Identify matches who need additional support and implementing strategies to improve mentoring relationships.
- Support mentee and family enrollments into the program, including mentee and family orientation, training and interview processes.
- Support mentor/volunteer training (both prior to and after being matched).
- Track program participation, conduct surveys and evaluations.
- Utilize the program's internal data management tool, Matchforce, to track and optimize performance.
- Organize and facilitate periodic match events in collaboration with other Community Mentoring Program team members, overseeing all logistics and activity content for events which you lead/co-lead. Events are typically in-person, though during the pandemic occasional virtual event opportunities may be necessary or identified as opportunities.

STAFF LEADERSHIP

- No direct reports.

QUALIFICATIONS

- **Typical work hours:** Monday-Friday, "9:9s" work schedule (every other Friday or Monday off) with flexibility to be on duty/on-site at the office one night per week. Occasionally support Saturday activities of the program and agency.
- **Required:** Demonstrate experience with youth development or youth mentoring programming. 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 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.
- 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.biglittlecolorado.org.

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

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