

## For Immediate Hire

### ENROLLMENT SPECIALIST

All potential candidates must respond with a resume and a customized cover letter (including salary expectations) for this position to [hr@biglittlcolorado.org](mailto:hr@biglittlcolorado.org). *Applications without a cover letter will not be considered.* Applications will be accepted until 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 philanthropists 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

The primary purpose of this position is to ensure that volunteer mentor candidates are professionally screened through thoughtful interviews, thorough assessments, screening, and appropriate recommendations for approval, matching or closure. This position requires a high degree of independent judgment, documentation, strong customer service, and efficient time management.

## RESPONSIBILITIES

- Perform duties in compliance with national standards and BBBSC policies, procedures and practices.
- Conducts volunteer enrollments, including interviews, references, fingerprinting, background checks, and file completion for submission.
- Work with program team to match a qualified volunteer with a child applicant in a manner that strongly considers all parties requests from a cultural, gender, religious, etc. standpoint and that enhances the mentoring relationship.
- Demonstrate a high level of proficiency and skill in applying child safety and risk management knowledge when assessing potential volunteers and in all aspects of the job.
- Assess and identify factors contributing to a successful match including barriers or challenges to a successful match relationship.
- Assess the necessity for home visits, additional references, and follow-up interviews as appropriate.
- Conduct volunteer reassessments and updates as assigned.
- Manage communications and procedures while working through challenges in a timely manner for all files from point of interview to closure or approval.
- Maintain accurate and timely documentation.
- Provide monthly stats reports for volunteers.
- Cross-trained to complete child and family interviews and assessments as needed.
- Support and participate in research projects and special projects as determined by the agency.

## QUALIFICATIONS

- Passion for Big Brothers Big Sisters of Colorado mission.
- 2 years working with one or more of the following: multi-cultural communities, youth, child development and child safety.
- Bachelor's degree preferred.
- Strong assessment, intake, and interviewing skills.
- Strong organizational and time management skills, ability to execute results and prioritize.
- Exceptional attention to detail and accuracy.
- Highly organized and efficient, capable of juggling multiple tasks and meeting deadlines within a fast-paced environment.

## COMPENSATION

Our goal is to make all aspects of working with us transparent, including 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.biglittlcolorado.org](http://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](mailto:hr@biglittlcolorado.org).)

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