

## For Immediate Hire

### PART-TIME PROGRAM COORDINATOR - STARS Mentoring Program

- Position located in Colorado Springs, CO

All potential candidates must respond with a [resume and a customized cover letter](#). Applications will be accepted until filled. Candidates can apply at <https://biglittlecolorado.bamboohr.com/careers/48>.

### 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 has 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.
- **Mentor Plus Programs** (STARS [Students Teaching About Relationships and Success], Project AIM [Adult Identity Mentoring], and Big Futures) go beyond the traditional one-to-one, adult-to-child mentoring model by providing programs focused on peer mentoring, group mentoring, and college and career readiness. With BBBSC's professional support, matches develop authentic relationships that help youth achieve success now (both in and out of school) and long into the future (post-secondary education and the workforce).

### OVERVIEW

The STARS program is school based and includes administrative preparation and documentation for multiple sessions throughout the school year; length and frequency of sessions will depend on the curriculum taught. The Program Coordinator (PC) will collaborate with other team members, working with diverse youth in the classroom, assisting with program observations, facilitating the STARS Mentoring Program, and supporting and promoting agency goals, initiatives, mission, values, and culture.

## RESPONSIBILITIES

### CLASSROOM EDUCATION

- Present in high schools facilitating a variety of curriculums including topics of self-awareness, future-focus, and healthy decision-making.
- Prepare for daily classroom instruction including confirming classroom schedules, reading and preparing curriculum sessions, gathering all supplies needed for the session and determining responsibilities with any teaching partners or guest speakers.
- Lead one or more STARS program(s).
- Meet regularly with mentors to provide support, additional training and to review lessons being taught to mentees.
- Facilitate all mentoring meetings with identified high school students.
- Recruit and chaperone the required number of students to both the BBBSC Mentor Life Summit (MLS) and STARS National Conference (SNC).
- Attend staff meetings and training for professional development and other youth-oriented topics provided by BBBSC as requested.
- Develop and sustain ongoing relationships with school staff, including teachers and principals, working with Director of Programs, Pikes Peak to secure Memorandum of Understanding's (MOU) and other mutual partnerships.
- Work with evaluation team on administering and submitting all required assessments.
- Support and promote agency goals, initiatives, mission, values, and culture.
- Be a problem-solver and guide others to be solution-focused.
- Suggest ideas and ask for others' ideas to improve quality, efficiency, and effectiveness.
- Document and share instructions for every new process created.
- Build constructive working relationships characterized by a high level of acceptance, cooperation, professionalism, mutual respect, and accountability.
- Support Pikes Peak programming as necessary.

### PROGRAM ADMINISTRATION

- Responsible for the successful rollout of STARS at all assigned sites.
- Craft emails and letters to program stakeholders, such as parents, school administration and community partners, regarding program needs and successes.
- Communicate with school contacts to create and confirm all STARS program schedules for the school year in accordance with Mentor Plus team and Director of Programs, Pikes Peak.

**QUALIFICATIONS** - The classroom educator is a dynamic presenter, with strong oral and written communication skills, who can effectively engage, inspire, and support teens through implementing the STARS Mentoring Program and other classroom facilitation for the Mentor Plus goals. The classroom educator must have well-developed interpersonal and relationship-building skills to network and rally school and student support; must embody the highest standards of ethical behavior and conduct, possessing a strong personal code of ethics, integrity, diversity, and trust. This role must have experience working with youth from diverse backgrounds, including youth of color, and bring a demonstrated understanding of their diverse cultures, histories, and family dynamics.



# Big Brothers Big Sisters.

OF COLORADO

- Passion for Big Brothers Big Sisters of Colorado mission.
- Two (2) years working with one or more of the following: multicultural communities, psychology/mental health, youth, child development, or child safety.
- Bachelor's Degree (or equivalent minimum experience of four (4) years) in Education, Social Service, Counseling, Human Services, or a related field **plus** a minimum of two (2) years of experience in the following:
  - Working with youth as an educator and leading program trainings for adults.
  - Experience working with youth in programming/teaching or in a leadership role.
  - Relates well to teens and can engage them in programming activities.
  - Experience working with youth from diverse backgrounds, particularly at-risk youth, and youth of color; demonstrated understanding of their diverse cultures, histories, and family dynamics
  - Demonstrates strong presentation and leadership abilities.
  - Must have a growth mindset: willingness to learn and grow from changes and challenges and explore new methods of thinking.
  - Resilience and perseverance when navigating the challenges of working in an unpredictable school environment.
  - Strong interpersonal skills, sound judgment, superior decision-making.
  - Must demonstrate effective, dynamic presentation and leadership abilities.
  - Adept at organizing and planning workflow, programming, and related events.
  - Team player, willing to collaborate and contribute for the good of the team.
  - Well-developed oral and written communication skills.
  - Proficient at collecting and entering program demographics into a database and meeting deadlines.
  - Proficient in Microsoft office.
  - Must be willing to commit to the full length of the program.
  - Trauma Informed Care training.
  - Must have reliable transportation with proof of insurance and acceptable driving record.
  - Able to drive to multiple locations in a single day.
  - Available to work some evenings and occasional weekends, with out-of-state travel if job requires.
  - Able to be CPR/1st Aid certified if working with students.

## Preferred

- Former experience with the STARS Mentoring Program, or other BBBSC programs.
- Classroom management training.
- Fluent Bilingual- (Full command of both Spanish and English).

Note: Big Brothers Big Sisters of Colorado is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions but does not restrict the tasks that may be assigned.

## 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 wage for this non-exempt, hourly position is \$21.63/hour.** Additional compensation may be offered to staff who are bilingual in both English and Spanish.
- **This position is PART-TIME** for 25 hours per week with the potential of going full-time with program growth.
- Benefits include vacation, sick/mental health days, some holidays, and 401k (with matching) eligibility.
- 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](http://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](mailto:hr@biglittlecolorado.org).)

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