

For Immediate Hire

PROGRAM SPECIALIST - SPORTS BUDDIES

All potential candidates must respond with a [resume and a customized cover letter](#). Applications without a cover letter will not be considered. Applications will be accepted until filled. Candidates can apply at <https://biglittlecolorado.bamboohr.com/careers/58>.

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.
- **Mentor Plus Programs** 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

Sports Buddies is an innovative mentoring program where mentee/mentor matches spend time together in sports-based or other activities that are planned, scheduled and overseen by BBBSC staff. 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. This position will collaboratively plan and facilitate Sports Buddies events and other site based activities.

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.
- Collaboratively organize and facilitate weekly, group match events in collaboration with other Sports Buddies 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.
- Work with other Program Teams to help with site based activities when needed, including but not limited to Project AIM, STARS National Conference, anniversary parties, recruitment events, etc.

STAFF LEADERSHIP

- No direct reports.

QUALIFICATIONS

- **Typical work hours:** Tuesday-Saturday work schedule with flexibility to be on duty/on-site at the office one night per week.
- **Required:** Demonstrate experience with youth development, youth sports or youth mentoring programming. Mentoring school partnerships, secondary education, and post-secondary planning. 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. Youth-oriented programming event planning and execution experience a plus. 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 value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

- Starting salary range for the non-exempt (eligible for overtime), hourly **PROGRAM SPECIALIST – SPORTS BUDDIES position is \$21.63/hour - which is equivalent to \$45,000/year.**
 - Additional compensation may be offered to staff who are bilingual in both English and Spanish.
- This is a full time (40-hour per week), year-round, **hybrid** position. The typical work schedule is Tuesday-Saturday, 8a-5p; however, we believe in flexible work schedules. Employees are expected to work in the office 2 days per week and may work the rest of their schedule from the locations and during the times that produce their best work.

- Excellent benefits including company paid medical, dental, vision, and matching 401k for the employee. For a full list of benefits please visit our website at www.biglittlecolorado.org/bbb-sc-careers.
- 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.