



Big Brothers Big Sisters
of Utah

JOB DESCRIPTION

Position Title: Bi-lingual mentor2.0 Program Coordinator
Position Classification: Non-Exempt
Work Schedule: 40 hours per week
Supervisor: Site Based Program Manager
Updated: March 2017

Position Summary:

The Bi-lingual mentor2.0 Program Coordinator will work as part of the mentor2.0 Program Team to ensure quality mentoring support and academic opportunities for students enrolled in the BBBSU mentor2.0 program. This position requires written and verbal proficiency in Spanish and English. All mentor2.0 Program Coordinators responsible for making matches, teaching curriculum, facilitating group events, supporting mentoring relationships, and overseeing child safety for the mentor2.0 program to ensure positive outcomes for youth. Additionally, this position must proactively manage positive partnerships with school faculty, volunteer mentors, and other partnering agencies (eg. United Way). The mentor2.0 Program Coordinator will work closely with the Site Based Program Manager to ensure implementation of Agency strategy related to mentor2.0 programs is carried out.

Service Delivery Responsibilities:

1. Facilitate high impact relationships between mentor 2.0 pairs, including: orientation, enrollment, training, matching, monitoring online and event participation, and proactively assisting relationships through regular individualized communication, support and advice
2. Teach weekly mentor 2.0 class for mentees at participating schools
 - a. Implement iMentor Curriculum with adjustments to individual class and match needs.
 - b. Track program participation
3. Coordinate and lead monthly group sessions and adequate make-up opportunities to ensure regular match interaction with opportunities for positive relationship development
 - a. Coordinate the content/activities for the group sessions in accordance to the iMentor curriculum and standards, while customizing them based on specific school/grade level and/or student needs and focus
 - b. Plan opportunities for matches to meet during or after school when they miss an event
 - c. Support mentors through regular communication via phone, email, and mentor huddles

Mentor2.0 Program Enhancement Responsibilities:

4. Develop opportunities to support the growth and quality of the mentor2.0 program
 - a. Contribute to development and implementation of enhancements to the mentor2.0 curriculum, activities, and resources, including compiling additional resources for mentors
 - b. Arrange additional opportunities for support and exploration for mentees, parents & mentors (college campus visits, FAFSA night, etc)
5. Maintain positive relationships with program partners, school faculty and administration
 - a. Participate in school faculty meetings and other events at the school
 - b. Coordinate student recruitment for program participation with classroom partners
6. Maintain regular communication and fully leverage resources and support provided through partnership with iMentor and BBBSU mentor2.0 network

7. Work to ensure mentor2.0 success by actively participating as a member of the mentor2.0 program team

Time Allocation Overview

- Direct Program Services: 80%
- Reflecting on Services & Connecting to Community: 15%
- Other Projects: 5%

Primary Qualifications and Skills

1. Must have a strong belief and commitment to the BBBSU mission and a sincere and deep commitment to the fundamental belief that every child deserves an opportunity for college education or other post-secondary training and career preparation
2. Fluent in Spanish & English
3. Bachelors (minimum) Masters (preferred) plus 1-3 years professional experience in a teaching setting or social services field
4. Knowledge and skill base in Youth Development
5. Excellent customer service, multicultural competence, and both written and verbal communication skills, including ability to listen and pick up on non-verbal cues, including tone, to enhance interpersonal communication and understanding.
6. Ability to collect meaningful data and draw solid conclusions
7. Ability to effectively collaborate with co-workers and teams

Additional Requirements

1. Must have transportation and meet state required automobile insurance minimums
2. Travel as needed to visit clients in homes and participate in community meetings and events
3. Routine office environment with flexible work hours to meet customer needs

To apply please send a resume and cover letter to Jill.sundstrom@bbbsu.org