



JOB DESCRIPTION

Position Title: Mentor 2.0 Coordinator – Ben Lomond High School

Position Classification: Non-Exempt

Work Schedule: 40 hours per week – need to be available at least one weeknight per week

Supervisor: mentor2.0 Program Manager

Updated: February 2022

Position Summary:

Want to forge lasting work relationships for a shared cause instead of a profit-driven corporate environment? Come be part of Big Brothers Big Sisters of Utah, a network of passionate and diverse people united by motivation and commitment to our mission; providing children who are facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better. Grow your career while making a difference and helping future generations.

The Mentor 2.0 Coordinator will work as part of the mentor2.0 team to ensure quality mentoring support and academic opportunities for students enrolled in the BBBSU mentoring programs. This position is responsible for implementing, overseeing, and reporting on the program to ensure child safety, high-quality mentoring relationships, positive outcomes for youth, and a strong sense of affiliation with BBBSU. Additionally, this position will be responsible for establishing and maintaining effective partnerships with partnering school faculty and administration, and community agencies (ex. United Way) to support the growth and quality of the program.

Race, Equity, Diversity & Inclusion Statement and Work:

Inclusion is a core value at BBBSU, and we strive to lead with our values. Nationally, Big Brothers Big Sisters is the largest JEDI-focused youth development organization in the U.S. We are committed to igniting potential in the kids we serve and know that the unique contributions of a diverse team are key to achieving our mission. We welcome the unique contributions you can bring in terms of your education, options, culture, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, age, languages spoken, veteran status, color, religion, disability, genetic information.

Service Delivery Responsibilities:

- Facilitate high-impact relationships between mentoring pairs, including orientation, enrollment, training, monitoring online and event participation, and proactively assisting relationships through regular individualized communication, support, and advice.
- Help to teach and or facilitate weekly classes or programs for mentees at participating schools
 - i. Implement Curriculum with adjustments to individual group and student needs.
 - ii. Track program participation
- Coordinate and lead group events and adequate make-up opportunities to ensure regular match interaction with opportunities for positive relationship development.
 - i. Coordinate the logistics involved in hosting successful group events/activities, including venue, transportation, registration, staffing, materials, refreshments and meals as appropriate.

Partnership Responsibilities:

- Develop and manage relationships with program partners, school faculty and administration.
 - i. Participate in school faculty and partnership meetings.
 - ii. Coordinate student recruitment for program participation with classroom, afterschool and school partners.
 - iii. Coordinate volunteer recruitment for program participation with United Way and other community volunteer groups and BBBSU Volunteer Coordinator.
- Consult and coordinate with other service delivery staff and/or supervisor as appropriate while implementing the program.

Time Allocation Overview:

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

Key Performance Indicators:

- 90%+ of caseload contacted via Match Support and documented each month.
- Quality matches made and quality Match Support conducted – as measured by Match Length, Match Retention, Quality Assurance Reviews and Satisfaction Surveys.

Preferred Qualifications:

- 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 a post-secondary education or training.
- Bachelors (minimum) or equivalent experience, plus 1-3 years professional experience in a teaching setting or social services field.
- Knowledge and skill base in Youth Development.
- 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.
- Ability to collect meaningful data and draw solid conclusions.
- Ability to effectively collaborate with co-workers and teams.
- Knowledge and ability to work agilely in several types of computer systems including Google suites, Microsoft suites, and other web-based and databases.
- Ability to communicate in Spanish preferred.
- Must have transportation and meet state required automobile insurance minimums.
- Travel as needed to visit clients in homes, host programs at schools and participate in community meetings and events.
- Routine office environment, flexible work hours to meet customer needs.

Compensation, Perks & Benefits:

- \$20 / hour.
- Health Benefits - Medical/Dental/Vision - available on the 1st day of the month after you start.
- Paid Time Off – On Average our staff earn/accrue more than \$4,000 annually from Paid Time Off Benefits.
 - i. Two Weeks Paid Vacation.
 - ii. Paid Holidays include – major government holidays AND 1 week between December 25th and January 1st
- Mileage Reimbursement for Travel