

For Immediate Hire

Director of Site Based Programs

Salary: \$68-84K DOE

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 the position is filled. Interested candidates can apply to Human Resources, Human Resources (hr@biglittlecolorado.org), or online at: <https://biglittlecolorado.bamboohr.com/careers/61>

BIG BROTHERS BIG SISTERS OF COLORADO MISSION

Our mission is to create and support 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, better relationships, increased sense of belonging with improved mental health, avoidance of risky behaviors, and educational success.

ABOUT BIG BROTHERS BIG SISTERS OF COLORADO

Founded in 1918, Big Brothers Big Sisters of Colorado believes that every child has inherent and incredible potential. To help youth tap their highest potential, BBBSC's mentoring programs utilize a whole-child mentoring approach to create, monitor, and support mentoring relationships. With support from BBBSC's professional staff, mentees and mentors 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*).

Commitment to Justice, Equity, Diversity and Inclusion (JEDI): We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We, BBBSC (Big Brothers Big Sisters of Colorado) staff and BOD, are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs, and services.

DIRECTOR OF SITE BASED PROGRAMS

The Director of Site Based Programs oversees a department responsible for executing Sports Buddies, Big Futures, and the development of new site-based programming. The Director of Site Based Mentoring will provide leadership to the entire Site Based Mentoring team by providing guidance, organizational skills, leadership, direction, and execution of meetings and trainings to prepare and equip the staff to deliver such programs. The Director is responsible for the overall administration, implementation and management of the Site Based mentoring program. The Director is responsible for ensuring mentoring relationships align within BBBSA National standards and BBBSC policies and is responsible for supporting new and existing youth mentoring relationships in the Denver Metro market.

PROGRAM DELIVERY

- Planning and implementation of Site Base Programs
- Creating/implementing goals with Staff.
- Facilitating weekly check-ins and goal tracking.
- Providing individual match support and cohort management, including documentation.
- Supporting mentee and family enrollments into the program, including mentee and family orientation, training,



interview, and matching processes.

- Supporting ongoing mentor/volunteer training (both prior to and after being matched).
- Responsible for tracking program participation and outcomes, by conducting surveys and evaluations.
- Utilize the program's internal data management tool, MatchForce, to track and optimize performance.
- Represent Big Brothers Big Sisters at Recruitment and Outreach opportunities throughout the community to grow such programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and implement Site Based programming.
- Partner with team to plan and oversee a calendar of events which are safe, dynamic, and intentional. Meet required deadlines for effective distribution to Bigs, Littles, and Staff (including event coverage assignments).
- Create monthly activity schedule including assigned staff, activity capacity, and venue reservation. Completes event schedule by the 15th of previous month for distribution.
- Ensure core team functions are facilitated with quality, including but not limited to:
 - Collaborating with Customer Experience and Enrollment staff to ensure timely scheduling and staffing of volunteer pre-match trainings.
 - Convene regular team meetings and learning opportunities.
 - Preparation and oversight of matching meetings.
 - Ensure completion of monthly individual and team reports.
- Develop data-driven goals and outcomes for programming.
- Analyze program effectiveness through evaluation and surveys, identifying and implanting continuous improvement opportunities.
- Partner with team, HR, and VP of programs to lead and support effective team member hiring, training, development, and support to achieve individual and department goals.
- Process, train, and supervise event volunteers. Observe, coach, and review staff performance.
- Support team-based solutions which meet the needs of mentoring matches (i.e., resources for matches, families or youth, mentor or family trainings, other).
- Serve as a partner and liaison between BBBSC partnerships and the community at large.
- Provides oversight and adherence to all casework procedures and policies as they relate to programming.
- Lead and supervise the matching process of Site Based youth and volunteers.
- Plan, organize and implement Site Based activities and celebrations within the approved program and budget parameters.
- Implement risk management during events and activities.
- Assist as needed with recruiting and marketing including corporate and community opportunities.
- Represent BBBSC in a professional manner in the community and office.
- Work with VP of Programs and team to continuously improve and extend programming.
- Contribute to team effort by accomplishing other duties as assigned.
- Minimal travel (less than 10%)
- Ensure federal and state grant goals and deliverables are completed.
- Partner with internal grant writing staff on program design, fidelity, outcomes, and reporting.
- Verify Program Staff practices are compliant with the BBBS of America Standards of Practice.
- Assure the BBBS of America Systems of Youth Protection child safety practices are conducted by staff.



QUALIFICATIONS

Education and Experience

- Bachelor's Degree required
- Master's degree in related field (preferred)
- Three (3)- five (5) years of youth-development experience in one or several of the following areas: mentoring, facilitating positive youth development, promoting college/career readiness, partnering with multi-cultural communities, implementing inclusive practices in service delivery, volunteer management, and/or working with Spanish-speaking communities.
- Minimum of 2 years supervisory experience strongly required
- Bilingual proficiency in both English and Spanish a plus
- Recreation and College/Career Readiness a plus

Knowledge, Skills, and Abilities

- Experience with youth development and/or youth mentoring
- Cultural competency and experience working with diverse youth and families
- Skilled leader and able to negotiate personalities and coach staff to achieve team goals
- Strong organizational and time management skills, ability to multi-task and attend to details
- Exceptional relationship, problem-solving, and decision-making skills
- Excellent verbal, written, and presentation skills.
- Ability to motivate others
- Ability to work with a diverse population
- Ability to practice attentive and active listening
- Ability to foster relationships with community partners and diverse stakeholders
- Ability to handle sensitive information and maintain confidentiality
- Proficient in Microsoft Office
- Access to reliable transportation
- Available to work evenings and weekends

PHYSICAL DEMANDS:

This position is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodation may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

LIMITATIONS AND DISCLAIMER:



This job announcement in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

