



## **Career Opportunity: Mentor Recruitment Manager**

### **About the Buddy Program**

Join our team!

For 52 years, the Buddy Program has been serving youth in the Roaring Fork Valley community. We operate four programs, including one-on-one mentoring and group/experiential mentoring, known as our LEAD (Leadership through Exploration, Action, and Discovery Program). Mentor/mentee pairs in our Community Program stay together for 3.5 years, nearly twice that of national mentoring programs. Program evaluations demonstrate the Buddy Program has helped our Little Buddies in areas of self-esteem, decision-making, academics and relationships with friends and family. The Buddy Program works with close to 500 youth and their families each year and an additional 125+ adult volunteers and continues to grow to meet the larger need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. The organization is working on building relationships, partnerships, and opportunities for the entire Roaring Fork community.

**Vision:** We envision a thriving community in which all members are supported and connected through meaningful relationships and experiences to achieve success.

**Mission:** The Buddy Program empowers youth through mentoring experiences to achieve their full potential.

**Commitment to Social Justice, Diversity and Inclusion:** We value, celebrate, and consciously cultivate diversity as we strive to achieve equity through the power of mentoring.

**Values:** Kindness, inclusion, discovery, connection, empowerment

### **Working Relationships:**

- Reports to the Mentoring Program Director. This position also receives support and direction from other team members, depending on the tasks at hand
- On-going, constructive, and open collaboration between all Buddy Program staff is essential to our team to ensure a consistent, quality-run program

### **About the Mentor Recruitment and Program Coordinator Role:**

The Mentor Recruitment Manager recruits and screens volunteer mentors in the Community, School-based and Peer-to-Peer programs. The Mentor Recruitment Manager is a Buddy Program community ambassador who represents the organization at Recruitment events and presentations, and other community events in the Roaring Fork Valley, maintaining many external partnerships and relationships. This individual will oversee the annual Mentor Recruitment Plan and workload contained within. They provide the initial, general information about how to become a mentor; following up with all inquiries from potential volunteers, facilitating orientation meetings and guiding volunteers through their screening process.

The Mentor Recruitment Manager is part of the Mentoring Program team who screens and coaches volunteers and makes Buddy Pair matches.

Ideal candidates have many or all of these skills and traits: passionate about working with adult and teenage volunteers, youth development, strong organizational skills, initiative, clear communication, a good public speaker, critical thinking abilities, creative, engaging, able to inspire and motivate others, reliable, culturally humble, flexible (including with schedule).

### **Responsibilities include:**

- Develop and execute an annual Mentor Recruitment Plan
- Recruit adult volunteers (2025 annual goal of 49 recruits) from Aspen- Glenwood Springs:
  - Represent the Buddy Program at community events including occasional evening and weekend events
  - Produce and host Recruitment events
  - Present at organizations and businesses to recruit Big Buddies
  - Follow up with any interested individuals
  - Meet with potential volunteers to determine fitness to become a Big Buddy
  - Work with the Mentoring Program Team to identify best candidates for Big Buddy
  - Manage annual Recruitment campaigns including School-based and Alumni campaigns
- Management of data and paperwork from Recruitment through Matching process
- Management of Mentor Recruitment budget
- Oversee the screening of volunteer mentors:
  - Run background checks
  - Collect written recommendations
- Coordinate and supervise one Peer-to-Peer program site in collaboration with one other program staff member
- Mentoring Program coordination:
  - Cultivate trusting, constructive relationships with families and youth via an intake process and on-going communication and support, as well as oversee required paperwork and documentation that goes along with such duties
  - Screen and make strong and compatible matches with Aspen/Basalt/Carbondale/Glenwood Springs youth and volunteers in the Community, School-based, and Peer-to-Peer Programs
- Ongoing communication and coaching volunteers in their role as mentors to youth to ensure consistent and quality participation
- Develop and maintain relationships with schools (including with Peer-to-Peer School Liaisons, and attendance at school meetings), other youth organizations, community leaders, and various organizations with whom we collaborate for youth referrals, volunteer recruiting, youth and family support and special projects
- Remain up-to-date, educated, and knowledgeable in the fields of mentoring and youth services in order to support and coach volunteers in their role as mentors
- Coordinate services and support team with outreach (empowerment scholarships, mentor, mentee and parent trainings, counseling referrals, and other agency referrals)
- Attend and engage in team meetings, including: Mentoring Program Team meetings, Development and Marketing, Peer-to-Peer team meetings, all staff meetings and others that may arise
- Maintain and update on-line and written data files on an ongoing basis
- Maintain client confidentiality
- Attend Buddy Program sponsored activities/events and assist with special projects as they arise, including: Noche de Loteria, Bash for the Buddies, Boogie's Buddy 5 Mile Race, Gingerbread House, recruitment events.
- Manage the Discount Program in the Community-based program annually: reach out to businesses and individuals to provide discounted opportunities in the Roaring Fork valley to our Buddy Pairs.
- Be available and comfortable with Public Relations aspect of the job, including but not limited to radio, TV and newspaper interviews

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

#### **Skills and Life Experience:**

- Passionate about mission of the Buddy Program and working with youth and families

- Experience in related field (non-profit administration, volunteer management, social work, education, youth services, psychology) preferable
- Advanced interpersonal and communication skills.
- Must be outgoing, results-oriented, personable and flexible with time
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- Knowledge and skills for working with families who are working to overcome all forms of challenges
- Ability to remain compassionate and empathetic towards families, youth, volunteers and donors
- Bilingual (Spanish/English) skills preferred
- Ability to act as ambassador for the Buddy Program at all times
- Flexibility with time and duties as they evolve
- Ability to work nights and weekends
- Have a “whatever it takes” attitude
- Ability to prioritize work in accordance with Buddy Program goals and priorities
- Strong computer skills - Google and experience with using a database (DonorView or equivalent CRM preferred)
- Ability to work as a strong team player as well as independently

#### **Time and Compensation Details:**

Full-time; 40 hours per week. Some nights and weekends required. This position is located in our Aspen, Carbondale and Glenwood Springs (Colorado) offices, is a non-exempt position, and includes some flexibility to work from home. Salary range \$65,000 - \$75,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement contribution, TRIAD EAP, annual wellness benefit, and full healthcare plan including dental and vision.

Application Deadline is: Sunday, June 1, 2025. For more information and to apply go to this link:

<https://secure.builtapp.com/the-buddy-program/jobs/80578d62>. Please include a cover letter and a resume with your application.

*It is the policy of the Buddy Program to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, the Buddy Program employs only United States citizens and individuals who are authorized to work in the United States. The Buddy Program participates in E-Verify and will provide the federal government with employee's Form I-9 information to confirm that they are authorized to work in the U.S.*

*NOTE: Housing in the Buddy Program's service area, and in the Roaring Fork Valley in particular, is extremely constrained and expensive. Locally based candidates or those with clearly demonstrated intentions and ability to move to the area will be given preference. The Buddy Program does not provide housing.*