



Career Opportunity: Mentor Recruitment and Program Coordinator

About the Buddy Program

Join our team!

For 51 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 400-450 youth and their families each year and an additional 135+ adult volunteers and continues to grow to meet the large need in our local community. The Buddy Program is a registered 501(c)(3) not-for-profit organization. In 2023, the Buddy Program expanded all four of its mentoring programs to Glenwood Springs. 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 and Program Coordinator recruits and screens volunteer mentors in the Community, School-based and Peer-to-Peer programs. The Mentor Recruitment and Program Coordinator is a Buddy Program community ambassador who represents the organization at Recruitment events and presentations, and other community events in the Roaring Fork Valley. They are also in charge of providing the initial, general information about how to become a mentor; following up with all inquiries from potential volunteers and facilitating orientation meetings.

The Mentor Recruitment and Program Coordinator is part of the Mentoring Program team who screens and coaches volunteers and are in charge of making Buddy Pair matches.

Ideal candidates have many or all of these skills and traits: passionate about youth development and working with adult and teenage volunteers, strong organizational skills, clear communication, a good public speaker, critical thinking abilities, a good sense of humor, energetic, reliable, motivated, culturally humble, flexible (including with schedule).

Responsibilities include:

- Develop and execute an annual Recruitment plan
- Recruit adult volunteers (annual goal of 55 recruits) from Aspen- Glenwood Springs:
 - Representing the Buddy Program at community events including occasional evening and weekend events
 - Hosting Recruitment events
 - Presenting at organizations and businesses to recruit Big Buddies
 - Following up with any interested individuals
 - Meeting with potential volunteers to determine fitness to become a Big Buddy
 - Working with the Mentoring Program Team to identify best candidates for Big Buddy
 - Managing annual Recruitment campaigns including School-based and Alumni campaigns
- Tracking data from Recruitment through Matching process
- Complete the Initial screening process for volunteer mentors:
 - Running background checks
 - Collecting written recommendations
 - Data and Intake paperwork management
- Coordinate and supervise one Peer-to-Peer program site in collaboration with one other program staff member
- Support 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
- 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: Bash for the Buddies, Boogie's Buddy 5 Mile Race, Gingerbread House, recruitment events.
- Managing the Discount program in the Community-based program annually in collaboration with the Community Relations Manager: reaching 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 \$55,000 - \$65,000. 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.

Send cover letter and resume to careers@buddyprogram.org, Subject Line: "Mentor Recruitment and Program Coordinator." This position will be open until filled.

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.