



Career Opportunity: Mentoring Program Coordinator

About the Buddy Program

Join our team!

For 50 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 its 50th year, the Buddy Program is expanding programming to Glenwood Springs, offering all four mentoring programs by Fall 2023. 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

Responsibilities include:

- Provide case management and program coordination in the Community, School-based, and Peer-to Peer programs
- Maintain an average caseload of 30 Buddy Pairs within the Community and School-based programs
- Coordinate and supervise one Peer-to-Peer program site in collaboration with one other program staff member
- Cultivate trusting, constructive relationships with families and youth via an intake process and on-going case management, 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

- Coach and support adult and high school volunteers in their role as mentors to youth
- Ongoing support and communication with children waiting for a mentor
- 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)
- Communicate with Big Buddies to ensure consistent and quality participation and attendance
- Attend and engage in team meetings, including: Mentoring Program team meetings, 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.
- Other duties as needed

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
- Bachelor's degree or similarly relevant life experience
- Experience in related field (social work, education, youth services, psychology) preferable
- Advanced interpersonal and communication skills.
- Bilingual (Spanish/English) skills preferred
- Must be outgoing, results-oriented, personable and flexible with time
- 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
- 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)
- Strong organizational skills, excellent attention to detail, efficiency, and ability to meet deadlines
- 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 \$52,500 - \$60,000. Benefits include paid vacation, sick leave, personal days, volunteer hours, retirement contribution, TRIAD EAP, full healthcare plan including dental and vision.

Send cover letter and resume to careers@buddyprogram.org, Subject Line: "Mentoring Program Coordinator". Deadline to apply is Tuesday, March 28, 2023.

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.