



Staff Position Description

TITLE: Program Coordinator

REPORTS TO: Program Director

STATUS: Minimum Time, Year-Round

BENEFITS: Not eligible for health benefits. Eligible for wellness benefit, CO Sick Time, flexible work schedule, professional development opportunities.

POSITION SUMMARY: This position contributes to the delivery of BBBS mentoring program(s) by delivering a function or multiple functions of a program. Position may include responsibilities in a variety of program operation areas to ensure the most effective operations of a small, united team. Will work independently and in cooperation with all other staff. Represents the organization with ethics and professionalism when speaking to the greater community, customers and peers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the delivery of strategic recruitment to gain qualified and diversified volunteers in the organization.
- Facilitates potential volunteers through an in-depth enrollment process that includes all requirements per organizational policy and BBBSA Standards.
- Develop relationships with youth and parents to assess needs that the program and other resources may support.
- Lead consistent and professional communications with all stakeholders in accordance with BBBS standards and organizational values.
- Delivers child safety preventative trainings for volunteers, children and their families and identify immediate steps to mitigate issues that may arise.
- Monitor and document all elements of match support and supervision, in a timely manner.
- Support & mentor each match participant to ensure a positive development experience for youth and volunteers alike.
- Administer BBBS program evaluation tools & strategies, assess findings and implement actions as indicated by the findings.
- Support other program and administrative staff to create a strong collaborative culture across the organization and the greater community.

Community Leadership:

- Deliver high quality presentations to the community, volunteers, youth and peers.
- Assist with execution of special events and cause-related marketing efforts, as needed.
- Performs duties in compliance with National standards and BBBS SW CO policies, procedures and practices.
- Build and maintain relationships with other community entities and individuals with a positive and professional demeanor.
- Other responsibilities requested from organizational leadership or needed to execute Strategic Plan goals and their outcomes.



Qualifications

- Must be able to work with all ages of youth, 6years+.
- Responsibilities require use of computers and the need to work in front of a computer terminal for extended periods of time as well as community via phone, email, text or in-person.
- Must be able to communicate effectively with a variety of people and other communication styles.
- Must be self-motivated, responsible and able to work independently with minimal supervision; sometimes remote from an office or other staff.
- Obtained a Bachelor’s Degree in related field OR minimum 2 years experience in transferable responsibilities, preferred.
- Must be able to clear a criminal history check and motor vehicle records per organizational policies and standards.
- Minimum 2 years experience in non-profits or human-focused programs, preferable youth development-focused.
- Must have reliable transportation, valid Driver’s License and proper vehicle insurance with ability.
- Must be able to show experience upholding positive relationships with people of all ages.

STATEMENT OF UNDERSTANDING

I have read and understand the above position and its responsibilities. I assert that I am able to perform the essential responsibilities, meet the physical requirements of this position, and have the ability to meet requirements of the position and organization’s policies & procedures as indicated in the Personnel Policies. I understand that my responsibilities may adjust throughout my employment assigned to this position at the discretion of the organization to do so.

EMPLOYEE SIGNATURE DATE

SUPERVISOR SIGNATURE DATE