



Relationship Coordinator Job Description

Part-Time Position (up to 30 hours per week)

Reports To: Experience Team Manager

Organization Membership: Experience Team

Starting Compensation Range: \$15 - \$17/hr

OVERVIEW

To promote the mission of the Big Buddy Program by managing the activities which strengthen the relationships between the Mentor/Mentee matches and prepares the youth for the Mentor/Mentee experience. The Relationship Coordinator serves as a Mentor to a small group of youth until a one-on-one match has been assigned. After the match has been made, the Relationship Coordinator works with the pair to ensure both the Mentor and Mentee are engaged and consistently participate in activities that help to maintain their very special relationship. The Relationship Coordinator works with the Mentoring/Experience Team to provide multiple opportunities for Mentor/Mentee bonding throughout each month; encourages the Mentee to meet goals; eliminates barriers to success for the Mentee through the intentional coordination of community resources, and maintains documentation to report on match performance as outlined in the Elements of Effective Practice for Mentoring.

ESSENTIAL FUNCTIONS

Screening and Training

- Manages the referral portals of potential Talent Firm Mentees.
- Conducts onboarding activities for Mentees as outlined in the Talent Firm Program Manual.
- Assists in the preparation and attend the monthly held Mentor orientation sessions convened by partners (Mayor's office, Juvenile Court, Child Welfare and Attendance, etc.)
- Plans and facilitates pre-match and ongoing training for Mentors.
- Guides Mentors through the screening process and certifies their participation in the program.

Matching and Initiating

- Works with Mentee family to prepare him/her for participation in the program.
- Works with Mentee to complete their Individual Growth Plan (IGP).
- Outlines a schedule of activities the Mentee participates in prior to the match.
- Creates and maintains quarterly calendars of activities, trainings, events, etc.
- Attend all Match Ceremonies for Mentors and Mentees.
- Follows the processes for match determination, management and closure as written in the Mentoring Handbook.
- Documents contacts with Mentors about the match and provide immediate follow up to requests from mentors.

Match Monitoring and Support



- Updates the Resource tracking system used to support Mentors and Mentees as they develop and grow their relationships.
- Builds strategic relationships with external partners which support providing access to resources which will support the mentors.
- Compiles regular monthly, semester, and other required reports.
- Participates in meetings as scheduled by the Experience Team Manager (including pre-match, M&M time planning, match closure, and workshops to enhance partner coordination).
- Serves on the planning team for National Mentoring Month – January.
- Creates and implements service plans for students with extenuating circumstances.
- Manages Service Justification process.
- Maintains accurate records of contacts made with Mentors in the IMS system.
- Maintains relationships with school leaders in coordination with Match Support Team.
- Seeks and implements professional development opportunities for Mentor volunteers.

Program Development

- Serves on applicable community advisory board(s) to represent the issues facing mentees regarding access to resources.
- Promotes the program at community events, university sponsored volunteer fairs, and partner sponsored activities.

SCOPE OF JOB RESPONSIBILITIES

A key element in positively contributing to the development of young people is establishing caring relationships. Superior to any other responsibility for this position is the ability for the Relationship Coordinator to help youth develop positive healthy relationships with adults who can help them make good decisions and successfully transition to life-long success. This requires a commitment to the time outlined in this job description, to prepare and to seek out resources that will address the specific needs of the youth enrolled. Enthusiasm, preparedness, and supportiveness are characteristics that will promote success in this role.

OTHER JOB DUTIES

- Provides data entry regarding youth participation, evaluations, and notes related to mentor/mentee activity participation.
- Accepts all other duties as assigned by the Program Director or Experience team Manager which promotes the mission of the organization.

JOB QUALIFICATIONS

- College graduate and/or minimum three years' experience in coordinating youth development programs, afterschool or summer enrichment activities or related experience working with school age youth.
- Excellent verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease.
- Work independently and in a group, self-starter.
- Desirable personality traits: enthusiasm, adaptability, dependable, strong work ethic, great communicator
- High level of computer proficiency in Microsoft Office & Outlook
- Knowledge of virtual communication formats (ex: Zoom)



- Experience working within a volunteer-structured system, helpful.
- Reliable Transportation

Schedule: Weekdays and select Saturdays

Interested applicants should complete this [Pre-Screening Survey](#) and send Cover Letter and Resume to: bigbuddy@bigbuddyprogram.org

Please include "Relationship Coordinator" in the email subject line.