



**Position:** In School Mentoring Coordinator (ISM)

**FLSA Classification:** Exempt

**Reporting Relationship:** Director of Site Based Programs

**Salary Range:** \$55K - \$60K - Commensurate with work experience, degree credential(s) and Bilingual language skillset.

**Benefits:** BBBS offers a competitive benefits package which includes Health and Dental coverage, Vision, Critical Illness, Accidental coverage, Voluntary and Basic Life Insurance, Short and Long-term disability, Flexible Spending Account, and a matching 401K retirement plan.

### **ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSMC):**

**BBBSMC'S Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**BBBSMC'S Vision** is that all youth achieve their full potential.

BBBSMC is an affiliate of the oldest, most respected mentoring organization in the US. BBBSMC is a professionally managed, mission driven, performance-based organization providing high quality, safe and impactful 1:1 mentoring services to over 1,300 children/families across four counties in Metro Chicago: Cook, DuPage and Lake Counties in Illinois and NW Indiana. As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSMC makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide BBBSMC'S revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

**BBBS's Core Value** is that we deeply believe Diversity, Equity and Inclusion is paramount and fundamental to BBBS's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace DEI principles in the decision-making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

### **Position Summary:**

The In School Mentoring Coordinator will facilitate the ISM program logistics, including collaborating with the school administration, onboarding, training and supervising the program mentors, and coordinating the enrollment, matching and support of the youth in the program.

### **Supervisory Responsibilities:**

This position is responsible for supervising In School Mentoring Program Mentors.

### **Responsibilities:**

- Onboard, train and supervise ISM Mentors

- In conjunction with ISM Mentors, schedule, process, interview, assess and match (group and one-to-one) participating youth based on assessment recommendations
- Hold information sessions with families and school staff about program
- Provide learned child safety and risk management knowledge, policies, and procedures to all aspects of job
- Conduct quality match support for the participating youth and mentor on a rolling, quarterly schedule to provide coaching, resources, and information to each participant as needed.
- Ensure logistics of school programming, including implementation of curriculum and program schedules in collaboration with school administration
- Monitor program participation and other program metrics to ensure the outcomes of the program are met
- Collaborate with other in school community partners, as appropriate
- Conduct monthly check-ins with school point of contact to ensure program is successful and fully integrates into the school culture and protocols
- Fill in for ISM Mentors as needed
- Other duties as assigned

**Qualifications:**

- A belief in the Mission and Vision of BBBS
- Associate's degree required and at least 2 years relevant work experience in related fields, such as social work, counseling, social services, child development, or education
- One to two years of supervisory experience a must
- Prior program management or coordination preferred
- Solid understanding about and willingness to perform as a Mandated Reporter
- Assessment and relational development experience with child and adult populations
- Understanding of child development and family dynamics.
- Experience working in diverse populations is preferred
- Excellent interpersonal, oral and written communication skills
- Ability to work both in team and independently exercising good judgment, make sound decisions & problem solving
- Ability to work with confidential information required
- A strong commitment to quality and results
- Strong computer skills - Proficiency in Microsoft Office: Word, Outlook, Excel and internet-based applications
- Ability to collect meaningful data and draw solid conclusions

**Work Environment:**

This position operates in a professional office environment.

**There is an expectation to work onsite five days a week.**

If interested in applying, please forward your resume, cover letter and salary requirements to:

Big Brothers Big Sisters of Metropolitan Chicago  
 Attn: Human Resources  
 130 S. Jefferson St., 2<sup>nd</sup> Floor  
 Chicago, IL 60661

