



Position Title: Program Manager of School Based Mentoring

Job Summary

Oversees all programmatic aspects of InSPIRE Program including supervising InSPIRE mentors (see supplemental attachment for program descriptions and organizational history), on-boarding and training volunteer School Based Mentors (SBM) and target students in the Fall of 2021, managing the administration (tracking, logistics, evaluations) of all mentoring matches. Reports to the Program Director for direct supervision.

Required Qualifications:

- Bachelor's Degree or 3-5 years of experience in a leadership role
- Experience supervising employees and/or volunteers
- Excellent interpersonal skills to relate effectively with people of varying backgrounds, appreciate and embrace diversity
- Ability to manage projects and programs simultaneously
- Ability to manage time, be detail-oriented, and show initiative
- Ability to work independently and with a team
- Demonstrated ability to foster positive, supportive relationships with collaborative partners
- Ability to maintain confidentiality
- Concrete knowledge of computer operations including Microsoft Office programs (Word, Excel, etc.) and Google Suite (gmail, calendar, docs, forms, etc.)
- Ability to learn new databases and systems quickly that support the organization
- Experience working with youth and families facing adversity such as poverty, substance abuse, and educational challenges
- Must be willing to work occasional evenings and weekends
- Must have privately owned vehicle, current driver's license and up to date insurance, as well as a willingness to drive a 12-passenger van as needed in varying road conditions
- Pass background screening

Desired Qualifications:

- Flexible and mature personality
- Strong verbal and written communication skills, with the ability to network effectively and encourage others towards achieving desired goals
- Conflict management and problem-solving skills
- Experience of managing and evaluating programs toward performance targets
- Genuine desire to improve the lives of Routt County youth
- Experience and/or passion for serving youth and families facing adversity such as poverty, substance abuse, and educational challenges
- Certification or complete CPR and First Aid training

Key Responsibilities include but not limited to:

- Perform administrative tasks associated with the program management (maintain personnel paperwork, reporting, budget, etc.)
- Recruit, screen, match and monitor InSPIRE staff at school-based sites



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- Provide coordination, support, training and supervision of adult and youth mentors
 - Develop and maintain effective working partnerships with school sites, youth service agencies and other community organizations as required
 - Collect, manage, and provide/report program data and evaluations for granting requirements and general accountability and community visibility
 - Develop a working knowledge of community resources and agencies, their function and responsibility to most effectively assist mentors in serving their mentees
 - Actively participate in supporting program and organizational goals and strategic plans
 - Manage timesheets and InSPIRE staff hours
 - Support the Board of Directors and PRC staff in supplemental tasks as needed (planning, advertising/marketing, fundraising, data collection/evaluation, IT, etc.)
 - Attend relevant professional development training opportunities as available and required

General Duties:

- Work professionally with all staff as part of Partners in Routt County's (PRC) integrated team and participate in related internal and external meetings as required
- Work within the context of PRC's policies, procedures and guidance
- Report directly to the Program Director, be accountable for all aspects of work performance
- Promote the safety, welfare, and positive youth development of PRC youth participants

Other:

Flexible schedule, fun and committed staff and Board of Directors, and a great work environment, including a dog friendly office.

This is a full-time year-round, exempt position, salary range \$32-40,000 based on qualifications, and is eligible for full company benefits after an introductory 30-day period. Position starts between June 14-18th. Benefits include but are not limited to; health insurance - medical, dental & vision, 401K, HSA, HRA, PTO, and Paid Holidays.

Application:

Please email a cover letter, resume and two professional references to PRC Program Director Erin Miller erin@partnersrouttcounty.org and include the position title in the subject line. Please do not apply directly through websites such as LinkedIn, Indeed, etc. *These applications will not be considered.*

Priority given to applications submitted by 5/15/21, Position open until filled.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Visit our website: www.partnersrouttcounty.org to learn more about our programs and organization.



Description of School Based Mentoring Programs

InSPIRE (In School Prevention, Intervention, Relationships, Engagement)

Responding to the needs identified by school administrators for additional support for their students who were at risk for school disengagement, the AmeriCorps School-Based Mentoring (now InSPIRE) Program was started in 2000 by Rocky Mountain Youth Corps (RMYC).

The 2021-22 program year will place 4-5 part-time paid adult mentors in five schools: South Routt Middle & High School, Steamboat Springs High School, North Routt Community Charter School, (potentially Hayden Middle & High School, and Steamboat Montessori Charter School). InSPIRE Staff are scheduled to work an average of 25 hrs/wk from August through the end of the school year. All staff are screened, trained, & supervised by a PRC Program Manager. The staff provide guidance, support and tutoring to each of their 10 target students whose qualifying criteria include low income, victims of abuse or neglect, familial incarceration, substance abuse, etc. Additionally, they also work with non-target students, implement in-school and after school clubs and activities. Providing this positive support allows students the opportunity to focus on academics, increase school performance and engagement, all of which contributes to higher graduation rates, college preparedness and/or seeking post-secondary education.

School Based Mentoring (SBM)

In 2020 as a response to the COVID -19 pandemic and how it impacted the youth in our community PRC started a new mentoring program. This program recruits 20-30 SBMs with 20-30 youth. Mentors are matched with a student from 3rd – 12th grade and provide weekly regular check-ins. During these check-in times mentors and mentees focus on school-related issues. Mentors assist mentees in engaging in their schoolwork and classes, forming relationships with teachers and other adults at the school, completing school and homework tasks, maintaining relationships with peers at school, and other academic, social, and emotional support.

The first of its kind here in Routt County, Partners is offering an opportunity for adults and older youth (approx. 16yrs+) to mentor school students. This program differs from our Community Based Mentoring Program in that it is only for the school year and there is more a focus on school-related support. This program provides volunteer mentors to all Routt County schools, not only those serviced by the SBM program.

Peer Mentoring – PRC has identified the peer mentoring model as an effective strategy to address the mentoring gap in our community. The new Peer Mentoring program will be facilitated by the InSPIRE mentors in their schools. Each schools' program will look different depending on their specific needs, however some aspects will be the same. The InSPIRE mentor will train & facilitate 5 youth mentors from their school to work with 5 youth mentees from their school. InSPIRE mentors will meet youth peer mentors and mentees and through intentional activities, build supportive relationships, create public service announcements to educate about and advocate for critical issues facing teens today, and focus on social, emotional, and academic skills necessary for setting positive futures in motion.