

College Mentoring Program Manager Big Brothers Big Sisters of the Capital Region

About Big Brothers Big Sisters of the Capital Region

Big Brothers Big Sisters of the Capital Region (BBBSCR) is a regionally-operated and locally-funded non-profit organization that serves New York's Albany, Rensselaer, Saratoga, and Schenectady counties. We match children (we call them "Littles") with mentors (we call them "Bigs") to create and support professionally guided one-to-one mentoring relationships that ignite the power and promise of youth.

We are looking for a self-starting, flexible, creative, and passionate professional with excellent communications skills who is comfortable working in a small team. The right person will have a minimum of a bachelor's degree.

Goals and Duties of The Position

The VISTA, serving as College Mentoring Program Manager, will focus on creating a robust pilot mentoring program for colleges in the area, specifically Siena College, by developing a program model, determining best practices, and developing an engaging academic-year curriculum to share across the region.

The specific duties of the position include:

Recruitment:

- Research how Bigs (volunteers) and Littles (children) are recruited by organizations country-wide.
- Design and implement a recruitment model for the BBBSCR program at Siena College as a pilot for other local college sites to follow.
- Conduct research on how to engage graduating college Bigs to retain them in the BBBSCR community-based program (e.g., an alumni recruitment effort) and implement the model.

Program Development and Implementation:

- Research other models to create and implement a program format and an engaging curriculum reflecting the BBBS core outcome areas and that is suited to one-on-ones/small groups.
- Research and apply best practices for program implementation and assessment.
- Design, schedule, and facilitate training around the curriculum.

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- Develop a “journal” logging the program/curriculum development and evaluation process and use the learnings to draft a Program Manual that includes how to train Bigs.

Program Management:

- Serve as the manager for the Big Brothers Big Sisters/Siena College Mentoring Program, including running the Saturday program sessions.
- Mentor the college Bigs/volunteers and work closely with Siena staff and student club leaders.
- Conduct child enrollments and volunteer enrollments including orientations, interviews, assessments, and completion of other processes including conducting background checks references.
- Use a high-level of proficiency in applying child safety and risk management knowledge, policies, and procedures throughout all aspects of job function.
- Make quality matches and coordinate match introductions.
- Document and monitor all elements of match support to include survey tools to assess match impact on youth development.

Professional Development

With this position, the VISTA member will develop skills in public speaking, youth program development and management, nonprofit management, career management, and social justice. This position is perfect for a self-starter looking to make a large impact on youth, build their resume, and learn how to create and manage nonprofit programs. We pride ourselves on being informed, caring, and intentional members of our communities and take the time to analyze our own roles in society. As a part of the ACE program, VISTA members take part in monthly team building days, attend AmeriCorps trainings, and have access to Siena’s faculty to learn more about their areas of interest.

Minimum Qualifications:

- Must have a Bachelors level education or higher
- Have a growth mindset
- US citizen or have permanent resident status
- Availability Monday through Friday between the hours of 10am and 7pm with the occasional possibility of nights and weekends based on the needs of the position
- 12 Saturdays per year on site at Siena College
- Legally licensed driver with access to vehicle for transportation

Living Stipend:

VISTAs earn a living allowance for their service. The annual living allowance is \$22,882, which is \$877.66 on a bi-weekly basis.

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Benefits:

- Supportive Cohort of peers
- Ten free meals a week at Siena College
- Siena Gym/Library/Career and Internship Center Access
- CDTA bus pass
- Parking spot within parking garage
- Office located within the Blake Annex/Gym/Pool use/Rooftop Deck
- Collaboration with other non-profits and young professionals working within the Blake Annex
- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full service term

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)

To Apply: [Click Here](#) or search “ACE” on the [MyAmeriCorps Portal](#).

At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.

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