



Position Description
for
FUTURE PATHWAYS PROGRAM COORDINATOR
(New Position as of 8/1/23)

The Future Pathways Program Coordinator plays a key role in the Programs Department by providing developmental support for young adults, ages 18-25, in the areas of financial wellness, life skills, career and/or college readiness, and physical and mental wellness by creating individualized success and retention plans to help them achieve their goals. This position provides an excellent opportunity to directly influence the successful growth and sustainability of BBBSI and reports directly to the Director of Programs.

Big Brothers Big Sisters of Central Iowa works to defend, ignite, and empower potential in youth through strong, enduring, and professionally supported mentoring relationships between adult volunteers (Bigs) and youth (Littles), ages 5 through 25, in Polk, Dallas and Warren counties. BBBSI partners with parent/guardians, volunteers, schools, donors and others in the community to be accountable for helping youth in our program achieve:

- 1) educational success,
- 2) avoidance of unhealthy behaviors, and
- 3) higher aspirations, greater confidence, and better relationships.

EMPLOYMENT CATEGORY:

- Full-time – 40 hours per week; eligible benefits include generous PTO, 11 paid holidays, medical and dental, vision, life, disability and other voluntary insurance, and 401(k) matching
- Non-exempt – compensated on an hourly basis and is overtime eligible

POSITION SUMMARY:

The primary duties of the Future Pathways Program Coordinator are to successfully develop, organize, and implement the Future Pathways program in its entirety. This position will rely on experience, knowledge, strong collaboration, and decision-making. It is the expectation of this role to deliver with excellence to successfully accomplish the agency's goals.

POSITION RESPONSIBILITIES:

- Create individualized success and retention plans, including wrap around services, to help young adults achieve their goals
- Maintain positive on-going relationships for the young adults we serve, along with their families and volunteer mentors, by interacting consistently with them to foster an environment of empowerment and support
- Partner with other organizations to create and implement a curriculum that provides developmental support for young adults in the areas of financial wellness, life skills, career and/or college readiness, and physical and mental wellness
- Identify and cultivate working relationships with community partners in education, business, manufacturing, healthcare, insurance, banking, etc. to recruit mentors, develop career opportunities and activities, and establish potential employment options for youth



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- Develop, coordinate, and facilitate community-based enrichment activities, such as team building, career fairs, employee tours, campus tours, and specific career activities
 - Assess and provide for individual training needs, information and support needs for each participant to assure a positive youth development experience as well as a successful and satisfying experience for the mentor
 - Ensure accountability and effectiveness for Future Pathways program performance by developing impact and tracking measures to maintain program success
 - Coordinate and lead regular meetings with Advisory Council members and program coaches to utilize their knowledge and expertise
 - Provide match support to a caseload of students in the Future Pathways program by contacting the volunteer, parent, and child regularly to ensure adherence to program guidelines, child safety, and to offer appropriate coaching
 - Other duties as assigned by Director of Programs in support of the organization's mission

POSITION QUALIFICATIONS:

- Bachelor's degree or 3-5 years of successful experience in related field – education, human services, social work, or related field
- 3+ years of experience working with high school and post-high school age students extremely helpful
- Mission driven about youth development, mentoring, and serving a diverse community
- Passionate about Big Brothers Big Sisters' mission
- Knowledge in accessing resources and development tools needed for preparing young adults for successful futures
- Experience with youth and relationship development as well as volunteer management preferred
- High level of proficiency with MS Office suite (particularly Word, Outlook, PowerPoint, and Excel) and competency to learn technology platforms used by BBBS CI
- Excellent communication skills and strong collaboration skills
- Comfortable in a fast-paced environment; demonstrated ability to work under pressure
- Champion of diversity, equity, inclusion, and belonging
- Work a flexible schedule according to agency needs, which may include evening and weekend hours
- Pass Department of Criminal Investigation, Department of Transportation and Child Abuse Registry background checks
- Possess a valid US driver's license and willingness to travel

COMPETENCIES NEEDED TO BE SUCCESSFUL WITHIN BBBS CI:

- Inclusive, resilient, resourceful, with a service-to-others mindset
- Innovative thinker and problem-solver
- Strong work ethic, initiative, time-management, and organizational skills
- Excellent interpersonal skills with a diverse group of colleagues and stakeholders
- Exemplary customer service skills
- Excellent verbal and written communication skills
- Excellent time management and prioritization
- Flexible schedule



To apply: Please send resume, cover letter, and salary requirements to:

Tony Leo
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