



Cincinnati Youth Collaborative Saturday Hoops Coordinator

Position Title: Saturday Hoops Coordinator

Background: CYC provides group mentoring and 1:1 mentoring. The mentoring program matches caring adults with students (grades 2 through post-secondary) to help them stay in school and graduate on time, improve their self-esteem and interpersonal relationships, and encourage post-secondary pursuits that lead to life success. Saturday Hoops is a group mentoring program that meets on Saturdays at Recreation Centers to provide fun activities such as basketball, crafts, reading, speakers, food and more.

Reports to: Mentoring Manager

General Responsibilities: The Coordinator is responsible for maintaining a high standard of excellence in managing the multiple aspects of Saturday Hoops, mentoring and support services to youth. The Coordinator is responsible for meeting operational goals and objectives, including program delivery of Saturday Hoops and recruitment of mentors and mentees. The Coordinator will also maintain an ongoing evaluation protocol, including required documentation and data collection.

Program Leadership: In conjunction with CYC staff and Saturday Hoops leadership team, the coordinator is responsible for working closely with the volunteers to ensure high-quality programming at all Saturday Hoops locations. Provide overall program leadership for expansion to reach kids in additional neighborhoods that need support. Continue to creatively evolve the program and program processes to reach the goals of the program. The goals of the program are to build positivity, connect with each child and have fun together. The program teaches kids to make healthy choices and overcome drugs and guns. The programs run from 9am-1pm each Saturday. Coordinator is responsible for leading the Dribblethon event to kick-off the summer outdoor season. Schedules group and Leadership Team meetings.

Builds Partnerships: The coordinator is responsible for managing existing and new partnership relationships and communicating closely with the Saturday Hoops leadership team about all partnership opportunities.

Volunteer Leadership: The coordinator works closely with the CYC Volunteer Manager to identify creative ways to recruit a diverse group of volunteers, ensure volunteers are screened, trained, appreciated and receive on-going communication. The coordinator works closely with the Saturday Hoops Leadership Team to provide overall direction for the program. Works closely with and communicates regularly with the Saturday Hoops Leadership Team and Volunteers. Ensure adequate coverage at all locations, coordinating & communicating with individuals and groups as needed. Advises Leadership Team of any volunteer-related issues.

Student Recruitment: Recruit youth to participate in the programs by developing strong relationships with nearby schools and key community leaders. Develop an annual recruitment plan, goals and objectives including minimum number of annual required matches.

Mentor Matching: Ongoing promotion of mentoring opportunities/impact. The coordinator is responsible for overseeing the matching process of Saturday Hoops individual mentor/mentee matches. Provide ongoing monitoring of and support for mentor-mentee relationships (including parental involvement if appropriate). Consistent communication with both mentors-mentees based on program requirements.

Data & Process Management: Compiles and analyzes ongoing program data to assess quantity and consistency of relationships, mentor and mentee needs, mentor and mentee satisfaction and program impacts. Provides reporting and data driven suggestions for continuous improvement. Manages a tracking system for participation, satisfaction and outcome reporting. Oversee the processes to maintain a safe program, including registration and sign in sheets for students and volunteers.

Financial Management: Manages the Saturday Hoops budget, financials and makes necessary collective purchases for the program. Handles budget requests for review/approval by the Saturday Hoops Leadership Team. Communicates the financials with the Saturday Hoops leadership team on a regular and agreed upon schedule.

CYC Team Member: Is an active member of CYC and the mentoring team and supports the overall organizational goals. Act as the CYC Agency Liaison between community organizations, workplace, school, parents, and families.

- Assist in other programmatic functions as required, such as special events, to support the program.
- Ensure adherence to program policies and other requirements.
- Stays actively apprised of national mentoring and program trends and best practices.
- Perform other duties as assigned.

Professional Development

- Maintain the highest standards of ethical conduct and practice in day to day interaction.
- Adhere to professional standards of confidentiality at all times.
- Attend assigned meetings and consult with immediate supervisor on a regular basis.
- Attend CYC sponsored/required training and in-service sessions as scheduled.
- Keep apprised of best practices related to the mentoring field.

Qualifications:

- Bachelor's Degree (or equivalent combination of education and experience) in social services, mentoring or youth related programs; experience working with at-risk youth.
- Experience with mentoring programs preferred.
- Excellent human relations, leadership, communication, and program management skills.
- Strong and responsive customer service skills.
- Excellent interpersonal, oral, and written communication skills.
- Excellent organizational skills, time management skills and ability to effectively balance and integrate task-oriented and process-oriented responsibilities.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in a variety of settings, including those from low-income and/or urban backgrounds.

Knowledge, Skills and Abilities

- Excellent organizational skills.
- Strong interpersonal and time management skills.
- Ability to practice principles of good and responsive customer service.
- Ability to motivate and influence others.
- Team player.
- Project management and problem solving skills.
- Ability to effectively communicate the work of CYC to the community.
- Ability to develop strong mentor curriculum and presentations.
- Self-starter with the ability to work independently with limited supervision.
- Professional image.
- Strong background with Microsoft Office Suite, Outlook and other applications and other applications.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The employee is:

- Able to sit, stand, walk, climb, stoop, kneel or balance with body motor skills sufficient to enable incumbent to move around the environment.
- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.

CYC is an Equal Opportunity Employer