



**SATURDAY
HOOPS**

**Cincinnati Youth Collaborative
Saturday Hoops Program Administrator**

Position Title: Saturday Hoops Program Administrator

Background: CYC provides group mentoring and 1:1 mentoring (grades 2 through post-secondary). Saturday Hoops is a group mentoring program focused on providing youth with positive activities on Saturdays such as basketball, crafts, reading, speakers, food and more. The program's goals are to encourage healthy choices and post-secondary pursuits that lead to life success.

Reports to: Director of Corporate & Community Engagement

General Responsibilities: The Saturday Hoops Program Administrator is responsible for maintaining a high standard of excellence in managing multiple aspects of Saturday Hoops, including the logistics for all the Saturday Hoops sites, communication with internal and external stakeholders, recruitment of mentors and mentees and supporting the volunteers who help run the programs.

Program & Event Leadership:

- Continue to creatively evolve the program and processes to reach its goals
- Work with Saturday Hoops advisory team on expansion of the program to reach youth in additional neighborhoods that need support
- Responsible for leading the “Dribblethon” event to kick-off the summer outdoor season

Administrative Weekly (Pre-Program) Coordination:

- Manage the logistics for each site including coordinating the registration, food, speakers, security, and activities for each week. Manage these logistics through shared spreadsheets
- Ensure each activity has volunteer support and that they have the supplies and resources needed
- Work closely with leaders at the Recreation Centers and Boys and Girls Clubs to maintain open communication and ensure strong partnerships

Data & Process Management:

- Manage the registration process for each location to ensure accurate check-in information on students and volunteers
- Ensure that students complete their initial application and registration packet
- Ensure that regular volunteers complete CYC volunteer application and have appropriate follow-up
- Coordinate with Advancement team on data collection
- Conduct end of season surveys to use for program improvement and advancement opportunities

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

Communication & Support:

- Work closely with the volunteer leadership teams at each location by communicating pre-program and post program details
- Partner with the Saturday Hoops Chair to lead monthly leadership team meetings and additional meetings as needed. Partner with CYC CEO to lead quarterly meetings for the Advisory Committee
- Take pictures and create a weekly newsletter and social posts to promote Saturday Hoops and provide on-going communication with the volunteers
- Communicate with the Advancement team about the volunteers for Thank-You recognition

Saturday (Program Day) Support:

- Ensures programs run smoothly from 9am-1pm every Saturday at each site
- Rotate to the various sites monthly and provide overall support to the location with the greatest needs
- Remain available to help troubleshoot before and during the programs

Builds Partnerships & Volunteer Engagement:

- Responsible for managing existing and new partnerships
- Communicates with the Saturday Hoops leadership team about all partnership opportunities
- Works closely with the CYC Mentoring team to recruit diverse groups of volunteers and ensure that Saturday Hoops volunteers receive onboarding, training, regular communication, and appreciation

Internal Collaboration:

- Works closely with the CYC Mentoring team to encourage 1:1 mentor matching through Saturday Hoops

- Works in collaboration with the Volunteer Mentor Administrator to match youth with prospective mentors
- Work closely with the Director to manage the Saturday Hoops expenses.
- Assist in other programmatic functions as required to support CYC
- Ensure adherence to program policies and other requirements
- Engage in professional development and learning opportunities to remain actively apprised of national mentoring and program trends and best practices
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Bachelor's Degree (or equivalent combination of education and experience) in social services, mentoring or youth related programs; experience working with at-risk youth
- 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
- Strong background with Microsoft Office Suite, Outlook and other applications
- Experience with logistics & project management
- Excellent customer service, leadership, communication, and program management skills
- Experience with mentoring programs preferred
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in various settings, including those from low-income and/or urban backgrounds

Core Competencies:

- Excellent organizational and communication skills
- Strong interpersonal and time management skills
- Project management and problem-solving skills
- Self-starter with the ability to work independently with limited supervision
- Ability to practice principles of good and responsive customer service
- Ability to motivate and influence others
- Ability to be a team player and work collaboratively with volunteers
- Ability to uphold a professional image
- Ability to effectively communicate the work of CYC to the community

Starting Salary:

\$50,000-\$57,000

Email Resume for Consideration:

HR@cycyouth.org