



JOB TITLE: BoldPath Coach

REPORTS TO: Chief Program Officer

FLSA STATUS: Exempt – Salary \$45,000 (based on experience)

LOCATION: Knoxville, TN

About Big Brothers Big Sisters of East Tennessee

Big Brothers Big Sisters of East Tennessee defends potential in children through strong and enduring, professionally supported one-to-one relationships that change lives for the better, forever. Children and youth enrolled in the program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and better relationships. This mission has been the cornerstone of the organization's 53-year history in the Knoxville area. The team is fun, industrious, and immensely dedicated to our mission.

We recognize that compensation is just one aspect of the overall benefits package that we offer to employees. We also provide a range of benefits and rewards, such as medical, dental, vision, retirement plan, professional development opportunities, flexible hybrid work schedules during non-school hours, and work-life balance programs, to support the overall well-being of our employees.

Candidate Profile

The primary function of the BoldPath Coach is to guide and support individual children and youth in their personal growth. This position is responsible for providing guidance to female mentees, enabling them to reach their full potential. This position requires a strong ability to build relationships, provide feedback, and foster an environment of social and emotional growth and learning.

Essential Mentoring Functions

- Provide mentorship at the specified elementary or middle school in a one-to-one or group setting.
- Lead mentoring groups or one-to-one mentoring on a schedule established in coordination with the school administration.
- Work with mentees to create clear, achievable goals, both short-term and long-term, holding them accountable for their actions, commitments, and deadlines.
- Regularly assessing progress of goals, reviewing outcomes, and ensuring maximum impact.
- Maintain progress by monitoring data for each mentee.
- Maintain attendance records for all mentoring sessions within Matchforce.
- Provide cohesive match support to the parent/caregiver, meeting three times a year, entering all information into Matchforce.
- Provide resources, tools, and learning opportunities to enhance mentees' engagement and knowledge.
- Coordinate community and corporate partners to improve and increase volunteer efforts.
- Maintain positive and productive relationships with school personnel and Community Schools school staff, including initiative-taking communication and collaboration.
- When school is out of session, assist with enrollment and assessment of children and volunteers, including interviewing, conducting reference and background checks.
- Maximize impact by evaluating and shifting priorities as needs arise.

Culture

- Demonstrates a commitment to cultural diversity and inclusion that reflects BBBSETN's commitment to JEDI (justice, equity, diversity, and inclusion).
- Leads and manages resources (people and capital) that retains and cultivates positive, measurable success.
- Monitors progress against performance targets; implement counter measures as needed.
- Provides consistent follow-up after meetings.
- Other duties and responsibilities assigned, as necessary.

Qualifications

- High school diploma with a minimum of two years relevant work experience in related fields, such as social work, counseling, social services, child development, or education required.
- Previous experience working in schools is preferred.
- Associate or bachelor's degree in a related field is preferred.
- Proficiency in Microsoft Office; including Word, Excel, Outlook, and PowerPoint.
- Working knowledge of and use of a customer relations management (CRM) system a plus.

Position Contacts

Internal contacts include agency staff and agency Board of Directors. External communication as a representative of the organization.

Physical Requirements

This job requires frequent sitting, standing, and walking.

Equal Employment Opportunity

It is the policy of Big Brothers Big Sisters of East Tennessee to provide equal employment opportunities to all candidates and all employees without regard to race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; genetic information; disability; citizenship status; military status; veteran status; or any other category protected by law.

Americans with Disabilities Act

Employees must be able to perform all essential job functions, with or without reasonable accommodation.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSETN may change the specific job duties with or without prior notice based on the needs of the organization.

Commitment to JEDI

It is not enough to say we are committed to justice, equity, diversity, and inclusion (JEDI). We must work intentionally and diligently to bring about change. To empower the potential of all young people, we must ensure all young people have the opportunity to have a strong mentoring relationship in their lives. We are actively working to promote justice, equity, diversity, and inclusion throughout our organization. This commitment extends not only to an inclusive hiring and recruitment practice, but also to the policies, processes, and procedures that our staff, families, mentors, donors, and community partners rely upon to create connections within the East Tennessee communities we serve.

To Apply

Send your resume and a Letter of Interest to Careers@tennesseebig.org. Include "Bold Path Coach" in the subject line.