

Move for America Fellowship Position Description

Project Period: August 26, 2024 through August 24, 2025

Site Name: Bolder Options

Location: Rochester, MN - 2830 18th Avenue NW; hybrid role

Supervisor: Sarah Schaller, Bolder Options

Host Site Organization Description

Bolder Options is a transformational mentoring program operating in the Twin Cities and Rochester. Our mission is "Teaching youth to succeed in all of life's races." Our core mentoring program recruits adult volunteer mentors and pairs them with young people ages 10-14. Pairs meet every week for one year working towards youth-centered goals related to healthy living, social emotional learning, community connectivity, and lifelong learning. Last year, 100% of graduating pairs elected to continue their relationship post-graduation. Bolder Options offers a variety of programming for our "alumni" including career and college exploration programs, leadership development, internships, scholarships, and more.

Goals of the Project

1. Raise awareness of Bolder Options in the Rochester community through public relations, marketing strategies, and networking.
2. Develop new and strengthen existing community partnerships that support mentee referrals, mentor recruitment, and opportunities for pairs and youth.
3. Support, plan, and coordinate community events including signature Tailgate fundraiser.
4. Build relationships with leaders and organizations with the goal of diversifying mentor recruitment in Rochester.

Responsibilities

1. Mentor Recruitment

- Supports the strategic goal of securing enough quality mentors to deliver our mission.
- Coordinate tabling & engagement at corporate events, volunteer fairs, community gatherings
- Conduct informational phone calls/video chats with prospective mentors/volunteers
 - Seek out and manage speaking engagements
 - Host mentor recruitment events (i.e. Mentor Meet n' Mingle)
- Track effectiveness of recruitment methods; design and implement new, innovate methods for mentor recruitment

2. Other Volunteer Coordination

- Engage corporate and community partners in volunteerism opportunities outside of mentoring
- Promote opportunities to help with events and special projects and recruit volunteers to assist
- Coordinate volunteers to ensure a positive and meaningful experience
- Develop tracking system to document volunteer engagement annually including volunteer feedback about the experience
- Support volunteer recognition efforts

3. Outreach & Community Engagement

- Manage community outreach initiatives to increase awareness of and foster support for Bolder Options' mission.
- Builds partnerships with businesses and community organizations to advance outreach & community engagement goals.
- Key contributor to the development and implementation of a corporate partnership strategy for Bolder Options.
- Coordinate alumni board and transition the committee to support outreach and engagement efforts.
- Support social media efforts to increase awareness of and engagement with Bolder Options' mission.

Qualifications

We seek candidates who:

- Enjoy meeting new people and building relationships, primarily in person, out in the community.
- Are skilled communicators who can share accurate and compelling information about Bolder Options to persuade people to get involved as mentors, volunteers, donors, or other partners.
- Strong customer service skills, outgoing, friendly, and responsive. .
- Professional and reliable - show up consistently and on time to fulfill commitments.
- Able to work independently to manage and balance multiple projects and priorities simultaneously.
- Driven and works creatively to achieve goals and priorities.
- Organized and attentive to detail.
- Understanding of and/or prior experience working with nonprofit organizations.
- Experience with volunteerism, mentoring, and volunteer-centered work.

For Move for America Fellowship qualifications and program information, please visit: www.move4america.org/projects