



JOB TITLE: Big Futures E-Mentoring (Dickson County), Mentor Corps Fellow

REPORTS TO:

SUPERVISORY RESPONSIBILITY: No

FLSA STATUS: Part-time, hourly, non-exempt

HOURS: This is a part-time, 20-hour-a-week position that does not include benefits

LOCATION: On-site at Creek Wood High School (Dickson County) with occasional travel to Nashville

BIGGER AND BETTER TOGETHER

About Us

For over 50 years, Big Brothers Big Sisters of Middle Tennessee has served young people in the Middle TN region. Our work supports our belief that every child has the ability to succeed and thrive in life. Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers (Bigs) and youth (Littles). Through our commitment to quality, innovation, and the passion we have for our work, we develop and sustain positive, life-changing relationships that have a direct and lasting impact on the lives of our youth and the adults who mentor them.

Our **Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. As noted by our **Vision**, we are driven by a future in which all youth achieve their full potential.

WHAT DRIVES US

Our mission is fueled by the values that guide our work every day – relationships, ownership, and evolution. We build strong, trusted relationships that allow us to make a greater impact in our community. We take ownership of our commitments, striving for excellence and continuous improvement. We embrace evolution, approaching challenges with curiosity, optimism, and a solutions-focused mindset. Together, these values shape our culture, drive our success, and ensure we deliver on our vision for the youth we serve.

WE PRIORITIZE THE WELL-BEING AND PROFESSIONAL GROWTH OF OUR TEAM

We know teams perform at their highest when they feel supported and that they belong. Each of our team members brings unique perspectives and skills, and we are committed to building a culture where voices are heard, relationships are valued, and everyone has the opportunity to do meaningful work. At Big Brothers Big Sisters of Middle TN, you will be inspired by talented, dedicated colleagues who will inspire you to do *and be* your best. We have created an environment centered on meaningful and supportive connections, where team members are seen and respected not just as employees, but as people.

We are honored to have been selected as one of the **Best Company Groups Best Nonprofit Workplaces** in 2024, 2025, and 2026, as well as being named a **2024 Inclusive Workplace** by the Best Companies Group and COLOR Magazine. We are bigger and better together!

About the Role

Each employee at Big Brothers Big Sisters of Middle Tennessee helps extend the agency's mission in particular ways, as outlined in the position description. The essential functions of the position include, but are not limited to, the following:

The Mentor Corps Fellowship is a paid service-learning fellowship designed to expand the reach of mentorship. To address volunteer mentor recruitment challenges in our rural service area, BBBSMT is embedding a part-time Fellow directly into the Big Futures E-Mentoring program in Dickson County to ensure all students requesting a mentor are served. In this role, you will serve as an on-site cornerstone of support at Creek Wood High School, leading sessions for an initial cohort of 30 high school students. You will balance direct youth mentorship and facilitate lessons to help geographically isolated youth develop workplace skills, solidify post-high school plans, and gain access to professional networks.

Key Accountabilities

- Build consistent, trusting mentoring relationships that support high school students' future readiness.
- Deliver effective one-to-one and group mentoring sessions aligned with E-Mentoring program goals and school schedules.
- Guide mentees in setting, tracking, and working toward meaningful short and long-term goals.
- Partner proactively with school staff and agency team members to support student success and program operations.

Day-to-day:

- **Lead scheduled sessions:** Deliver structured one-to-one and group mentoring sessions centered on college, career, and future readiness for an initial cohort of 30 high school juniors and seniors.
- **Foster future readiness:** Guide mentees in setting, tracking, and working toward meaningful short and long-term goals while developing workplace skills.
- **Partner proactively:** Maintain open lines of communication with school faculty and your BBBSMT coordinator to troubleshoot matching and scheduling challenges in real-time.
- **Compile accurate data and metrics:** Log session attendance and thorough progress notes in Matchforce immediately following mentoring interactions to support program quality.
- **Professional Development:** Participate in weekly supervisor check-ins, monthly team meetings, and extensive training focused on emotional intelligence (EQ), communication, collaboration, and conflict resolution.
- **Support capacity-building:** Collaborate with the Big Futures team to refine, scale, and build the rural E-Mentoring delivery model.
- **Ensure safety:** Execute other tasks as needed to ensure the safety of the match and the success of the program.

Organizational Alignment

- Demonstrate agency values (Relationships, Ownership, Evolution) in your actions, decisions, and interactions
- Assist with agency priorities centered on resource development (relationships, resources, tools)
- Support and attend agency events and initiatives to support the broader BBBSMT mission

Measures of Success

- Mentees regularly attend and actively engage in mentoring sessions and demonstrate growth over time.
- Mentoring sessions are well-structured, developmentally appropriate, and responsive to student needs.
- Mentees show measurable progress toward established college/career goals and increased accountability for commitments.
- Documentation of data in Match Force is thorough and timely.
- School personnel and BBBSMT staff experience clear communication and a reliable partnership.
- Agency leadership has clear visibility into mentee progress, challenges, and successes.
- The mentor consistently represents BBBSMT's mission and values and contributes positively to agencywide initiatives.

About You

- Are an empathetic person with demonstrated success in building relationships.
- Display high emotional intelligence, especially being skilled in conflict resolution, self-management, and responsible decision-making.
- Have experience working with youth, especially from rural communities.
- Are passionate about youth development and believe in the power of mentoring relationships.
- Understand the systemic barriers that impact underserved youth and are committed to equity and inclusion.
- Can adapt your communication style to connect authentically with people from a wide range of backgrounds and make everyone feel seen and respected.
- Thrive in a fast-paced, team-oriented environment and can manage shifting priorities with grace.
- Are an excellent communicator with strong presentation, writing, and interpersonal skills.
- Are tech-savvy and comfortable using digital tools and databases.
- Have strong time management and organizational skills, and can work independently and collaboratively.

Qualifications

- Previous experience working in schools or with youth.
- Passion to pursue youth work as a career.

Work Environment & Requirements

- On-site work at Creek Wood High School in Dickson County, up to 20 hours per week.
- Availability during regular school operating hours (7:00 AM – 3:00 PM).
- Occasional travel to Nashville for trainings, meetings, and other work-related functions.

- Ability to lift up to 25 lbs for outreach and event materials.
- Commitment to serve for 1 year from date of hire.

Additional Information

Benefits

Because we hire the best people and value our staff and interns, Big Brothers Big Sisters of Middle TN works hard to provide a supportive and collaborative learning environment to our team. Because this is a part-time position, this role is not eligible for agency health benefits. Benefits agency Mentorcorp Fellows' experience include:

- Professional training & development programs
- Professional resume, LinkedIn profile, and headshot
- Flexible work schedule with a hybrid (remote work/in-office work) work environment.
- Work with a welcoming and supportive staff
- Opportunities to experience various aspects of the organization first-hand
- Ability to share input and creativity
- Opportunity to gain professional experience with a non-profit agency
- Passionate, talented colleagues who will help to motivate and support your learning and growth
- Acquire first-hand knowledge of what it takes to make a positive impact in the lives of children

Americans with Disabilities Act

We are committed to creating an accessible and inclusive workplace. Consistent with the ADA, we provide reasonable accommodations for individuals with disabilities. If you require accommodations to perform the responsibilities of this role, we encourage you to let us know so we can ensure you have what you need to succeed.

Job Responsibilities

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

To see more of the impact we are making: <http://www.mentorakid.org>

If this sounds like the position and organization for you, please submit a resume to careers@mentorakid.org with "Your Name – Big Futures MCF" in the subject line.

No phone calls, please. Applicants selected for an interview will be contacted.

BBBSMT is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.