

MEMO

To: Youth Service Providers

From: Big Brothers Big Sisters of New York City *Center for Training and Professional Development*

RE: **Mentoring Program Coaching** Application

Date: September 8, 2010

Attention all Youth Service Professionals! Big Brothers Big Sisters of NYC has great news for you. Our newest service, Mentoring Program Coaching, is back this year! For this service, Big Brothers Big Sisters of New York City's Center for Training and Professional Development (the Center) will choose 10 non-profit agencies to provide Professional Coaching in the realm of mentoring program development, and enhancement. The purpose is to support community-based agencies that are either starting or expanding mentoring programs. All recipients will receive a small stipend (\$2,000), ongoing technical assistance, and be linked to a common outcome reporting system.

All applications will be submitted through an on-line survey tool (Zoomerang). Applications will be due September 21, 2010.

Application Guidelines are below.

Application Guidelines:

Big Brothers Big Sisters of NYC

Center for Training and Professional Development

Mentoring Program Coaching

It is the goal of the Mentoring Program Coach to support community-based agencies that are either starting or enhancing quality one-to-one youth mentoring programs in order to expand mentoring to an ever-increasing number of communities and neighborhoods in New York City. Applicants must operate their mentoring program with safe practices and standards such as: proper volunteer screening tools, consistent match supervision techniques, adequate volunteer training, appropriate risk management strategies, and staff knowledge in working with parents, guardians and families from a strengths-based approach.

10 Programs will be selected to receive:

- Ongoing technical assistance through site visits and telephone consultations.
- A mentoring management database designed by BBBS of NYC, *Match Matrix*, to monitor mentoring program progress (if applicant doesn't already have a system)
- Ongoing evaluation by BBBS of NYC on the mentoring program.
- A \$2,000 stipend (received in two disbursements)

About the Big Brothers Big Sisters of New York City Center for Training and Professional Development

The Big Brothers Big Sisters of New York City Center for Training and Professional Development is similar to a "teaching hospital," sharing best practices, knowledge and skills in youth mentoring with community-based agencies. It is our mission to grow mentoring with standards citywide so that every young person who wants and needs a mentor has access to quality and safe mentoring opportunities.

Selection of Applicants

Final applicants will be selected by Big Brothers Big Sisters of New York City staff. Applications are due no later than September 21, 2010. Eligible agencies must have 501©3 status, or are already in the process of attaining a 501©3 status, and demonstrate the ability to sustain a quality and safe youth mentoring program long-term.

Applicant selection criteria includes:

- Completion of the on-line application
- Commitment to serving a specified amount of new young people with one-to-one mentoring relationships.
- Demonstrated ability to sustain and grow the mentoring program over the long-term (3 – 5 years). Includes accessing additional financial and human resources.

- Demonstrated capacity to manage the mentoring program with safe standards, which includes, adequate staff, screening, supervision, and support services.
- Proven track record of running successful youth programs in community served.
- Demonstrated technological capacity to manage a mentoring management database designed in Microsoft Access.
- Demonstrated ability to report program information and new developments to Big Brothers Big Sisters of New York City through written and database reports, site visits, e-surveys, and/or telephone consultations.
- Demonstrated ability to assess outcomes and measure progress in mentoring program participants.

Youth served by the mentoring program should be between 7 and 18 years of age and may receive services for one or more of the following reasons or needs:

- Low-income or poverty-level
- Youth involved or affected by the justice system
- Youth in foster care
- Youth with physical or mental disabilities
- Pregnant or parenting teens
- New immigrant youth
- Youth with academic or educational problems
- Youth exposed to or dealing with substance abuse
- LGBTQ youth
- Youth with HIV or AIDS
- Youth exposed to or dealing with domestic violence

Submission Period: September 8, 2010 – September 21, 2010

Format: On-line Application. Please go to the following link:

<http://www.zoomerang.com/Survey/WEB22B5KTHRB3X>

Questions? Contact the Center at (212) 686 – 2042; Kiana Walbrook

Application Guidelines: Mentoring Program Coaching is awarded for the remainder of FY 2011

Final applicant selections will be made by October 1, 2010.

A negative response does not reflect upon the merits of an application or the quality of an organization.

Big Brothers Big Sisters of New York City does not discriminate with regard to the population served or mission of an applicant agency. Mentoring Program Coach is available to any New York City community-based agency seeking to start a new youth mentoring program or enhance one and determination is not based on race, color, creed, gender, sexual orientation, marital status, place of natural origin, age or disability. New York City community-based agencies must have 501©3 status or must be in the process of attaining a 501©3 status.

Applicant Expectations:

Applicants will be expected to adhere to guidelines and track youth outcomes and participate in ongoing assessment and mentoring program evaluation.