



COMMUNITY BRIDGES, INC.
(Full-Time, 40 hours/week)
High School and Mentor Program Manager Job Description

Community Bridges empowers girls from under-resourced communities to become resilient young women who thrive as students, engaged community members, and confident leaders.

For over 29 years, Community Bridges has supported more than 7,500 girls and their families throughout Montgomery County, Maryland. Through comprehensive after-school programming, mentoring, college access and success services, leadership development, and individualized support, Community Bridges helps girls build the skills, confidence, and connections they need to succeed in school, pursue higher education, and achieve their goals.

Our programs serve girls beginning in elementary school and continue through high school, college, and beyond, providing consistent relationships and opportunities that support their academic, social, and emotional development.

Position Overview

Community Bridges seeks an energetic, organized, and passionate **High School and Mentor Program Manager** to lead high school programming and coordinate our comprehensive mentoring program.

This position plays a critical role in supporting the academic achievement, leadership development, social-emotional well-being, and personal growth of high school girls from under-resourced communities.

The High School and Mentor Program Manager is responsible for planning, implementing, and evaluating engaging after-school programming for students in grades 9–12 while recruiting, training, and supporting volunteer mentors who provide individualized guidance and encouragement to participating students.

The ideal candidate is a relationship builder, creative problem solver, and collaborative team member who is passionate about positive youth development and educational equity.

High School Girls Program Responsibilities

- Plan, coordinate, and facilitate weekly after-school programming for high school girls in grades 9–12 at Community Bridges partner schools throughout Montgomery County.
- Recruit and retain high school participants, working collaboratively with school staff, families, and community partners to strengthen student engagement and consistent attendance.
- Develop and implement interactive, culturally responsive, age-appropriate programming focused on academic success, leadership development, healthy relationships, social-emotional learning, self-advocacy, and college and career readiness.
- Create a welcoming, inclusive, and supportive environment where girls feel valued, empowered, and connected to their peers and trusted adults.
- Provide individualized student support, including goal setting, academic encouragement, referrals to resources, and coordination of additional services when needed.
- Identify students who may benefit from additional academic, social-emotional, or family support and collaborate with Community Bridges staff to connect them with appropriate resources.



- Coordinate educational workshops, leadership opportunities, college visits, community service projects, and enrichment activities.
- Support student participation in Community Bridges leadership initiatives, including the Youth Advisory Council and Big Sister/Little Sister opportunities.
- Collaborate with the College Access and Success team to ensure students receive appropriate college and career exploration, postsecondary planning, and transition support.
- Engage families as partners in students' success through regular communication, outreach, and participation in Community Bridges activities.
- Continuously assess program effectiveness and adapt activities based on participant feedback, evaluation results, and positive youth development best practices.
- Maintain accurate attendance, participation, case notes, and outcome data in Community Bridges' program database.
- Collaborate with other program staff to support organization-wide initiatives, special events, and activities.

Mentor Program Responsibilities

- Manage the day-to-day operations of the Community Bridges Mentoring Program, supporting meaningful and consistent relationships between volunteer mentors and high school students.
- Develop and implement strategies to recruit, screen, onboard, train, and retain a diverse and committed group of volunteer mentors.
- Coordinate mentor and mentee matching based on individual interests, needs, goals, and compatibility.
- Develop and facilitate orientations, training sessions, and ongoing professional development opportunities for mentors.
- Provide guidance, coaching, and ongoing support to mentors and mentees to promote positive, productive mentoring relationships.
- Maintain regular communication with mentors and mentees, including monthly check-ins, progress updates, and follow-up when challenges arise.
- Monitor mentor-mentee engagement, identify concerns, and intervene when additional support is needed.
- Plan and coordinate mentor-mentee gatherings, enrichment activities, workshops, and relationship-building opportunities.
- Develop and distribute regular mentor communications, newsletters, program updates, and resources.
- Maintain accurate records of mentor participation, volunteer hours, match activity, and program outcomes.
- Collect and evaluate mentor and mentee feedback to assess program effectiveness and identify opportunities for improvement.
- Ensure compliance with Community Bridges' mentoring policies, youth safety procedures, and volunteer screening requirements.
- Maintain and strengthen partnerships with organizations such as Maryland MENTOR, the Montgomery County Volunteer Center, and other community partners.
- Develop strategies to recognize mentor contributions and strengthen long-term volunteer engagement.

School and Community Partnerships

- Build and maintain strong relationships with principals, counselors, teachers, and other school personnel at Community Bridges partner high schools.
- Collaborate with school staff to identify and recruit students who would benefit from Community Bridges programming.
- Maintain regular communication with school partners regarding program participation, student engagement, and opportunities for additional support.



- Develop relationships with families and caregivers to encourage participation and strengthen connections between home, school, and Community Bridges.
- Represent Community Bridges at school events, community meetings, volunteer recruitment activities, and partner gatherings.
- Identify opportunities to expand partnerships with community organizations, businesses, colleges, and volunteers to enhance programming and resources.
- Promote Community Bridges' mission and programs throughout Montgomery County.

Program Management and Internal Operations

- Develop and maintain program calendars, activity plans, and schedules for high school and mentoring initiatives.
- Ensure timely and accurate collection and entry of participant demographics, attendance, activities, mentoring engagement, and program outcomes into Community Bridges' database.
- Utilize program assessments, participant feedback, and evaluation tools, including HelloInsight, to monitor progress and inform program improvements.
- Prepare monthly program reports highlighting participation, accomplishments, challenges, and measurable outcomes.
- Collaborate with Community Bridges staff to plan and implement organization-wide events, family engagement activities, leadership opportunities, and special initiatives.
- Support grant reporting, program evaluation, and organizational communications by providing accurate program information and participant success stories.
- Participate in regular staff meetings, supervision, professional development, and organizational planning activities.
- Maintain confidentiality and adhere to all organizational policies, child protection standards, and professional expectations.
- Perform additional program-related responsibilities as assigned.

Qualifications

Required Qualifications

- Bachelor's degree in education, social work, psychology, sociology, youth development, human services, or a related field, or equivalent relevant experience.
- Demonstrated commitment to positive youth development, educational equity, and supporting girls and young women from under-resourced communities.
- Experience working directly with adolescents, preferably high school students, in educational, nonprofit, mentoring, or youth development settings.
- Strong group facilitation skills and the ability to engage students with diverse backgrounds, interests, and learning styles.
- Excellent interpersonal, written, and verbal communication skills.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to build positive relationships with students, families, school personnel, volunteers, and community partners.
- Ability to work both independently and collaboratively as part of a team.
- Creativity, flexibility, cultural responsiveness, and sound judgment.
- Proficiency with Microsoft Office, Google Workspace, and the ability to learn program databases and evaluation systems.



- Ability to pass required criminal background checks and youth protection screenings.
- Reliable transportation and ability to travel between program sites throughout Montgomery County.
- Availability to work after-school hours, with occasional evenings and weekends as required.

Preferred Qualifications

- Experience coordinating volunteer or youth mentoring programs.
- Experience developing and facilitating high school enrichment, leadership, or college readiness programming.
- Experience providing individualized youth support, case management, or family engagement services.
- Familiarity with Montgomery County Public Schools and local community resources.
- Experience using Apricot, HelloInsight, or similar program management and evaluation systems.
- Bilingual proficiency in English and Spanish.
- Experience with community outreach, partnership development, and volunteer recruitment.

Terms of Employment and Benefits

This is a full-time, 40-hour-per-week position. Community Bridges offers a supportive, mission-driven work environment and a comprehensive benefits package, including opportunities for professional development, leadership training, and consideration for a flexible work schedule.

Salary Range: \$40,000 - \$47,000 annually (subject to review).

The position requires a schedule that accommodates after-school programming, school-based activities, and occasional evening and weekend events.

Commitment to Equity and Inclusion

Community Bridges is committed to fostering a diverse, equitable, and inclusive workplace that reflects the communities we serve.

Women, BIPOC individuals, bilingual candidates, and individuals with lived experience in under-resourced communities are strongly encouraged to apply.

Community Bridges, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other status protected by applicable law.

How to Apply

Interested candidates should submit a resume and letter of interest describing their relevant experience and commitment to supporting girls and young women.

Please send application materials to:

Shannon Babe-Thomas
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