

Big Brothers Big Sisters of Central MN – Job Posting

Position: School/Site-Based Coordinator – Full time

Position Purpose:

The primary functions of this position are to ensure that volunteers and children are appropriately enrolled and matched while executing a high degree of independent judgment when utilizing BBBS standards and practices. A high-level customer service, focusing on volunteer options and child safety, is to be demonstrated throughout the volunteer and child enrollment and matching process. Also, providing match support to ensure child safety, positive impacts for youth, constructive and satisfying relationships between children and volunteers, and a strong sense of affiliation with BBBS on the part of volunteers.

Job Responsibilities:

- Maintain open and on-going communication, both written and verbal, to all primary school personnel to ensure positive relationships.
- Develop and maintain strong relationships with school partners.
- Work with school personnel to obtain client referrals and client permission forms.
- Assess volunteer “fit” to BBBS. Conduct volunteer enrollments, including: individual orientations, interviews, and completion of any other enrollment processes.
- Conduct client enrollments including child interviews, child safety education and enrollment processes. Assess and refer families for alternative or additional services as needed.
- Ensure a high-level of proficiency and skill in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function. Identify child safety issues for volunteers, children and their families.
- Review and follow-up on references as necessary to gain additional data to complete the assessment process.
- Review all enrollment information and assessments and make recommendations for participation in the program based on this information. Assess and apply factors contributing to successful match. Effectively align volunteer interests and qualifications with service options of agency.
- Provide comprehensive assessments and match support recommendations for volunteer and child participation in the program based upon assessments of each individual volunteer.
- Determine matches and facilitate match meetings. Continually assess the match relationship focusing on: child safety, match relationship development, positive youth development and volunteer satisfaction. Real and/or potential problems and barriers are identified, addressed and resolved as early as possible. Match support is provided on a frequency according to BBBS Standards.
- Assess and provide for individual training needs, information and support needs for each match participant to assure a positive youth development experience for the child, and successful and satisfying experience for the volunteer

- Maintain accurate and timely records for each match according to standards and utilize technology to report, synthesize and analyze data.
- This position could also have a small community-based caseload.

Job Qualifications:

- Minimum Bachelors degree in social services, human resources or related field preferred.
- Experience working with both child and adult populations; specific assessment, intake or interview experience preferred. Must have car, valid driver's license, and meet state required automobile insurance minimums. Travel within the service area is required.
- Required:
 - Proficiency in Microsoft Office; including Word, Outlook, and Excel.
 - Excellent oral and written communication skills reflecting solid customer service both in-person and telephone.
 - Excellent relational assessment skills.
 - High-level interviewing skills.
 - Ability to form appropriate assessment-based relationships.
 - Ability to maintain confidentiality throughout daily operations.
 - Ability to form and sustain appropriate child, adult volunteer-based relationships based on positive youth development and volunteer satisfaction.
 - Ability to effectively assess and execute the following relational support skills: guiding, supporting, confronting, advising and/or negotiating.
 - Ability to relate well in multicultural environments.
 - Ability to effectively collaborate with other volunteer match staff.
 - Ability to use time effectively.
 - Ability to focus on details.
 - Ability to collect meaningful data and draw solid conclusions.
 - Available to work evenings and weekends as needed.

Salary Range:

\$25,000 to \$27,000 based on experience.

To Apply:

Please email cover letter and resume to Ann Matvick, Program Director, at amatvick@bbbscentralmn.org

Deadline to apply is: **Wednesday, August 11, 2010**

Big Brothers Big Sisters of Central MN provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.