



## OPEN POSITION

**Mission of Big Brothers Big Sisters:** to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever.

**Position Name:** Parent Youth Manager II

**Purpose of Position:** Provide support to parents in order for children to participate in safe and effective mentoring relationships.

**Primary Job Responsibilities:**

- Maintain a strong demonstrable working knowledge of agency program
- Participate in all on-going program training sessions including:
- Follow all documentation policies
- Conduct Parent and Child Community Based Interviews in the home or school
- Review Match Proposals, pitch proposals, and conduct match introductions
- Troubleshoot problems and concerns that arise in matches
- Attend Parent & Child Safety and Raising Highly Capable Kids sessions regularly to engage Parents.
- Ensure all matched parents and youth attend annual Safety Training
- Help parents understand the value of Raising Highly Capable Kids Training
- Work with Volunteer Managers to close matches when necessary
- Review Developmental Asset Profiles annually with parents

**Qualifications:** Bachelor's Degree and a minimum of 3 years' experience working with volunteers required. Licensure and employee management experience preferred.

**Competencies Required:**

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**ALL EMPLOYEES**

- Adaptability: Can adjust to new conditions.
- Communication- oral/written: Is effective at connecting and exchanging information with others for results.
- Creativity: Thinks outside the box, uses imagination for innovation.
- Customer Focus: Cares about the satisfaction of all Bigs, Littles, parents and other BBBS stakeholders.
- Diversity: Values different perspectives and experiences. Relate well in multicultural environments.
- Excellence: Is committed to quality work and outcomes.
- Integrity: Acts with honesty; is trustworthy.
- Pragmatic: Is logical and rational when problem solving or managing projects.
- Resourceful: Finds ways to overcome barriers to meeting goals.
- Stress Management: Controls stress for optimal everyday functioning.
- Teamwork: Collaborate with other staff in a team environment to work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Listening: Demonstrates the ability to give attention to, understand and respond effectively to team members and program participants.
- Self-awareness: Understands own character, feelings, motives, and desires.
- Tenacity: Perseveres in the face of a challenge or difficult task.

**ROLE SPECIFIC PYM II**

- Conflict Management: Identifies and handles conflicts sensibly, fairly, and efficiently. Assesses concerns/issues to identify causes, gather and process relevant information, generate possible solutions, make recommendations and/or draw solid conclusion.
- Empowerment: Helps others be successful.

**Salary:** Starting salary - \$32,000/year with a \$1,000 increase after successful completion of the probationary period.

**Benefits:** Ample & competitive.

**Resumes to:** [careers@bigmentor.org](mailto:careers@bigmentor.org).