



OPEN POSITION

VOLUNTEER MANAGER

Entry Level and Senior Positions available

ABOUT US

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

ABOUT THIS POSITION

The purpose of this position is to ensure that mentors are screened and supported well so they can participate in successful mentoring relationships with children.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position is personable communicative, adaptable, organized, caring, trustworthy, discerning, experienced in coaching others, perseveres in completing challenging tasks, tackles problems when needed, and values different perspectives and experiences.

EDUCATION & EXPERIENCE

A Bachelor's degree is required for both entry and senior level. Experience working for a social service nonprofit and experience managing staff and/or volunteers is required for senior level position.

DAY TO DAY RESPONSIBILITIES

Volunteer Managers interview and assess prospective mentors to match them with children in one-to-one mentoring relationships. Once a volunteer is matched, the Volunteer Manager meets with them periodically to assess how each child is building and maintain developmental assets. The Senior Volunteer Manager demonstrates advanced skill and knowledge of key agency metrics.

TRAINING

Extensive initial and on-going training on the Big Brothers Big Sisters Service Delivery System and other topics relevant to providing social services is provided to the successful candidate.

SALARY RANGE & BENEFITS

\$35,000-\$42,000; increases to salary for completion of key performance metrics annually; medical, dental, disability and life insurance benefits are provided. A medical plan that is no cost to the employee is available. The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year depending on the length of their employment. A simplified employee pension plan is also provided for the employee after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided.

HOURS: FT schedule: Tue/Wed/Thur 10 am – 7 pm, Fri 8 am – 5 pm, Sat 10 am – 2 pm

HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to careers@bigmentor.org