



OPEN POSITION

MENTORING SERVICES MANAGER

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 find, train, match, and support volunteers in one-to-one mentoring relationships with youth according to the policies and procedures of Big Brothers Big Sisters of South Texas.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

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

EDUCATION & EXPERIENCE

Ability to speak and read/write Spanish required. Experience working for a social service nonprofit. Experience managing staff and/or volunteers. Experience working with families. Bachelor's degree is preferred.

DAY TO DAY RESPONSIBILITIES

Recruiting, screening, training, matching and supporting volunteers to serve as mentors. Enrolling youth referred to the program for matching with mentors. Collaborating with a network of community partners. Partnering with Big Brothers Big Sisters in San Antonio for support.

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

Medical, dental, disability and life insurance benefits are provided. A Medical plan at 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. Full benefits and salary information is available upon request.

HOURS: Full time – requires 10 hours per week of evening/weekend work.

HOW TO APPLY OR ASK QUESTIONS

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