



OPEN POSITION

VOLUNTEER MANAGER- Part Time

Coastal Bend

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 preferred. Experience working for a social service nonprofit and experience managing staff and/or volunteers is preferred.

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.

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

Salary is commensurate with experience. Mileage is reimbursed. Staff development opportunities are provided.

HOURS: Part time up to 20 hours/week. Flexibility required for evenings and Saturdays.

HOW TO APPLY OR ASK QUESTIONS

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