



**OPEN POSITION**  
**PARENT & YOUTH MANAGER**  
Comal & Guadalupe Counties

**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 Parent & Youth Manager works with parents who have enrolled their children in the program to ensure the mentoring relationships are strong and successful.

**CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION**

The successful candidate for this position is adaptable, communicative, resourceful, tenacious and self-aware. They value diversity, relate well in multicultural environments, and are skilled at empowering others. Experience working with families in other social service organizations is a plus. Candidates who have faced similar experiences as the youth and families served by Big Brothers Big Sisters are preferred.

**EDUCATION**

Preferred qualifications: Bachelor's degree preferred; experience in a social service nonprofit; working directly with families and conducting home visits. Ability to speak, read and write in Spanish fluently is a plus, but not required. Training and public speaking experience is preferred.

**DAY TO DAY RESPONSIBILITIES**

The primary responsibilities of a Parent & Youth Manager are to make home and school visit to the parents and youth who apply to the program to make assessments for matching them with mentors. Once a mentor is available, Parent & Youth Managers introduce the children to their new Big Brother or Big Sister. Parent & Youth Managers also follow up with parents to see how the "Big" and "Little" are getting along. Manage onboarding of families and facilitate parent and youth trainings as needed. Availability to travel to San Antonio for periodic training and quarterly staff meetings is required.

**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 & BENEFITS**

Salary is commensurate with experience. 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:** Tuesday – Saturday schedule, 36 hours per week. Flexibility required for evenings and Saturdays.

## HOW TO APPLY OR ASK QUESTIONS

Apply at Indeed or forward resume to [careers@bigmentor.org](mailto:careers@bigmentor.org)