



OPEN POSITION

Program 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 oversee a team of staff who assess and support youth, parents and mentors for matching in one to one mentoring relationships

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position has experience supervising staff, overseeing program services to ensure adherence to policy, and is knowledgeable in youth development,

EDUCATION & EXPERIENCE

Bachelor's degree required. Supervising staff and volunteer management experience is preferred.

DAY TO DAY RESPONSIBILITIES

This position will ensure families are supported and youth are safe, effectively screen and support volunteers, and manage data to track program metrics.

TRAINING

Extensive initial and on-going training on the Big Brothers Big Sisters Service Delivery System and other topics relevant to providing effective social services is provided to the successful candidate. This person will not provide social services.

SALARY RANGE & BENEFITS

Medical, dental, disability and life insurance benefits are provided at low or no cost to employee. The agency has between 10 and 12 holidays each year and employees can accrue up to 21 additional paid days off per year. 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 at the email below.

SCHEDULE

Tuesday, Wednesday, Thursday 10:00-7:00, Friday 8:00-5:00, Saturday 10:00-2:00.

HOW TO APPLY OR ASK QUESTIONS

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