



## **OPEN POSITION** **Program Director**

### **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 foster safe, impactful programming where volunteers thrive and youth experience meaningful, positive outcomes. The Program Director is responsible for training and supervising staff through strong leadership and program oversight and providing direct support to volunteers and families.

### **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. Ability to analyze metrics to make informed program decisions is necessary.

### **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.

### **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**

36-40 hour work week, to include 10 community based hours. Must be available to work evenings and weekends on an ongoing basis.

### **HOW TO APPLY OR ASK QUESTIONS**

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