



OPEN POSITION

PROGRAM FACILITATOR – Full Time

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 primary purpose of this position is to facilitate meetings & curriculum for students in the STARS Mentoring Program. The STARS Mentoring Program is a classroom-based, peer-to-peer mentoring program that engages and supports students to make positive life choices and build healthy relationships. You will also conduct evening/weekend training sessions with mentors, parents, and youth.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position is enthusiastic, engaging, and skilled at engaging groups of students, mentors, parents, and youth in learning activities and opportunities.

EDUCATION & EXPERIENCE

A high school diploma and experience with group facilitation is required. Experience working with youth in programming/teaching or in a leadership role is preferred.

DAY TO DAY RESPONSIBILITIES

Prepare & conduct training sessions. Prepare & conduct STARS sessions for high school students. Develop and sustain ongoing relationships with STARS mentors, mentees, and school staff. Work closely with the program support team.

TRAINING

Extensive initial and on-going training on the BBBS Service Delivery System, Salesforce and other topics relevant to meeting goals will be 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 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

Tuesday-Saturday, 36-40 hour hours per 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