



OPEN POSITION

Program Facilitator (PT)

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 primary purpose of this position is to create and support mentoring relationships in partnership with businesses and schools, and provide training to participants.

CHARACTERISTICS OF A SUCCESSFUL CANDIDATE FOR THIS POSITION

The successful candidate for this position is enthusiastic, engaging and skilled at facilitating meetings and activities. The person will have a high degree of familiarity with the geographic service area.

EDUCATION & EXPERIENCE

A high school diploma and experience with training and group facilitation is required. Reliable transportation is required. A college degree is preferred but not required.

DAY TO DAY RESPONSIBILITIES

Work with local schools and employers to recruit, screen, train and match mentors with mentees. Facilitate weekly mentoring sessions on campus and monthly workplace visits. Develop and maintain excellent working relationships with school and business points of contact.

TRAINING

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

HOURS

5-10 hours per week, daytime availability required, Monday-Friday.

COMPENSATION & BENEFITS

The agency has between 10 and 12 holidays each year and both FT and PT 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 FT and PT employees after 2 years of employment. Mileage is reimbursed. Staff development opportunities are provided.

HOW TO APPLY OR ASK QUESTIONS

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