



OPEN POSITION

PARENT & YOUTH 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 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 & EXPERIENCE

A Bachelor's degree is preferred; relevant work experience may be substituted for college hours. Ability to speak, read and write in Spanish fluently is preferred. Experience in a social service nonprofit, working directly with families and conducting home visits is required. Must have reliable transportation, customer service skills/phone etiquette, and strong documentation skills. This position requires frequent travel to economically disadvantaged areas in the city and surrounding areas; mileage is reimbursed at 50 cents per mile.

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 documented 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. Daily phone calls and computer work are required for compliance and documentation.

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

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 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.

HOURS: FT schedule: Tue/Wed/Thur 10 am – 7 pm, Fri 8 am – 5 pm, Sat 10 am – 2 pm

HOW TO APPLY OR ASK QUESTIONS

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