



## Looking for a fun & exciting way to make a **BIG** difference while helping kids in our community?

**Position: School/Site-Based Coordinator** (to work with the Sartell – St. Stephen School District)

**Hours:** 40 hours/week

### **Position Purpose:**

Provide support and guidance to volunteer mentors and youth to ensure our mentoring matches are safe and impactful. Be a trusted resource for mentors, kids & families and help them establish a strong sense of affiliation with our agency. **Help lead children on a path towards a brighter, more promising future.** Join our dynamic team and enjoy a flexible position that changes lives.

### **Job Responsibilities:**

- Create matches and facilitate match meetings.
- Develop and maintain strong relationships with school/site partners.
- Work closely with school/site personnel to obtain client referrals and permission forms.
- Conduct child and volunteer enrollment.
- Provide comprehensive assessments for volunteer and child participation in the program based upon assessments of each individual.
- Determine matches and facilitate match meetings.
- Maintain consistent contact with all members of the match party to ensure match safety and effectiveness.
- Develop strategic interventions to identify and strengthen match relationships that require extra support.
- Maintain accurate and timely records for each individual and match.
- Continually assess the match relationship focusing on: child safety, relationship development, positive youth development and volunteer satisfaction.

### **Job Qualifications:**

- Minimum **Bachelor's degree** in social services or related field required.
- Assessment and relationship development experience with child and adult populations; understanding of child development and family dynamics.
- Must have car, valid driver's license, and meet program required automobile insurance minimums. Local travel is required.

### **Required Skills:**

- Proficiency in Microsoft Office; including Word, Outlook, and Excel.
- Oral and written communication skills
- Organizational skills.
- High-level interviewing skills.
- Ability to manage time and work independently.
- Ability to collect data and draw conclusions.
- Ability to assess and execute the following relational support skills: guiding, supporting, confronting, advising and/or negotiating.
- Ability to focus on details.
- Self-directed and motivated.
- Ability to maintain confidentiality.

- Available to work evenings and weekends as needed.

**Starting Wage: \$14.41 an hour** (40 hours per week, non-exempt)

**To Apply:**

Please email cover letter, resume and references (at least 3) to:

Ann Matvick, Program Director

Big Brothers Big Sisters of Central MN

[Ann@BigDefenders.org](mailto:Ann@BigDefenders.org)

**Deadline to apply is Monday, June 3<sup>rd</sup> at 4:30 pm**

*Big Brothers Big Sisters of Central MN provides equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, gender, marital status, sexual orientation, gender identity, gender expression, veteran status or disability.*