



PROGRAM ASSISTANT

Purpose:

Program Assistants will assist Big Brothers Big Sisters staff in providing children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever. This volunteer position will help Big Brothers Big Sisters improve their quality and efficiency in helping all children achieve success in life

Responsibilities:

- Contact references for potential mentors by completing questionnaire and documenting conversations.
- Assist with data entry.
- Assist with completing surveys and entering the results.
- Assist with child updates.
- Help supervising agency sponsored activities.

Qualifications:

- A bachelor's degree is preferred but not required
- Ability to talk professionally and clearly on the telephone
- Ability to take notes while talking on the telephone
- Ability to ask clarifying questions, if needed
- Word proficient
- Email proficient
- The ability to get to and from our office, activities or other site locations

Commitment:

- At least 3 hours a week (prefer a consistent schedule)
- At least a 3-month commitment

Benefits to Volunteers:

- Contact/networking with board members, staff, and families in the community
- Know that you are helping to promote a mission that directly helps children/youth in Central MN
- Positive, engaging, energetic, appreciative environment
- Flexible hours

To apply: Please send resume to Ann@BigDefenders.org or to receive an application please contact Ann at (320) 258-4517 or by email.

