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

**Position: Program Coordinator**

**Hours:** 40 hours/week

**Position Purpose:**

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

**Job Responsibilities:**

* Create matches (pairing the mentee and mentors) and facilitate their first time meeting.
* 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 preferred.
* Assessment and relationship development experience with child and adults; 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 occasional evenings and weekends.

**Starting Wage: $18 an hour** (40 hours per week, non-exempt)

**To Apply:**

Please email cover letter, resume and reference information (names and contact information for at least three) to:

Ann Matvick, Program Director

Big Brothers Big Sisters of Central MN

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

**Deadline to apply: Open until filled**

Big Brothers Big Sisters of Central Minnesota provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity, or non-disqualifying physical or mental handicap or disability.