

Match Support Specialist, Big Brothers Big Sisters

Job Category: Nonprofit

Non- Exempt, hourly

Posted February 17, 2017



BBBSGR matches children with volunteer mentors to reduce risky behaviors, improve academic performance and encourage healthy relationships. Locally, we serve over 500 children each year. Independent research has proven that our mentoring model has a direct, measurable and lasting impact.

Essential to the Big Brothers Big Sisters brand, the primary function of the Match Support Specialist position is to provide match support to ensure child safety, positive impacts for youth, constructive and satisfying relationships between children and volunteers, and a strong sense of affiliation with BBBS on the part of volunteers.

Essential functions:

Contact volunteers, parents and mentees on a frequency according to BBBS Standards to assess the match relationship. Identify real and/or potential problems and barriers, address and resolve as early as possible.

Assess and provide individual training needs to assure a positive youth development experience for the child and successful and satisfying experience for the volunteer.

Ensure high-level of child safety and risk management through adherence of policies and procedures. Develop strategic interventions to identify and strengthen match relationships that require extra support.

Develop, promote and implement individual and group match activities to support ongoing volunteer involvement.

Ensure quality services and measurable outcomes, maintain accurate and timely records for each match according to standards and utilize technology to report, synthesize and analyze data.

Job Requirements:

The position requires some evening work. Must possess a thorough understanding and expertise in working with computers and databases. Must have car, valid driver's license, and meet state required automobile insurance minimums.

Education:

Minimum Bachelors degree in social services, human resources or related field preferred. Assessment and relationship development experience with child and adult populations; understanding of child development and family dynamics. Bilingual; someone fluent in Spanish and English is highly preferred.

Contact

Interested candidates should send a resume' along with salary requirements to:

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****Email is preferred method for all candidate inquiries and for receiving resumes.***