

**Position Title:** Darke County Program Director  
**Type of Position:** Full-time, flexible hours  
**Supervisor:** Executive Director

### **What drives you?**

Are you a natural leader who believes in the power of helping students achieve their full potential? The mission of Big Brothers Big Sisters is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. The Darke County Program Director will focus on executing and developing school-based mentoring, and recruiting volunteers to facilitate lasting, life-changing relationships that help youth achieve their full potential.

### **Job Description Summary**

This new, full-time position is designed to be a public-facing role that coordinates programming for Darke County schools, recruits new volunteers within Darke County, facilitates meaningful events for school-based mentors and mentees, maintains healthy relationships with clients and community members, and executes high-quality case management.

### **Responsibilities**

- Collaborate with the Executive Director to carry out the strategic plan.
- Develop and execute school-based program planning.
- Maintain healthy relationships with local schools.
- Develop and fulfill contract agreements with schools.
- Consistently increase enrollment through innovative and strategic initiatives.
- Appeal to local businesses and community members to gain new volunteers.
- Plan and execute recruitment-centered events.
- Plan and execute impactful events for mentors and mentees that facilitate healthy relationships.
- Utilize Matchforce as a real time workflow tool.
- Ensure child safety at all times.
- Complete interview, enrollment, intake, orientation, training, client support, and match support in compliance with agency and National standards.
- Match volunteers with child applicants in a manner that strongly considers all parties' requests from a cultural, gender, race, religious, etc. standpoint and that enhances the BBBS relationship.
- Provide community resources and referrals to all served families expressing need, when possible.
- Maintain written and statistical documentation in a professional and timely manner.
- Perform all duties in compliance with National standards; and agency policies, procedures and practices.
- Other duties as assigned.

### **Qualifications**

- Bachelor degree in a youth, human services, or a related field; or an associate degree plus four years of relevant work experience; or a minimum of eight years of relevant work experience.
- Experience working with a diverse population, with sensitivity to differences in culture, gender, sexual orientation, religion, race, age, and neurodiversity.
- Volunteer recruitment & retention.
- Strong communication & organizational skills.
- Ability to work effectively in a constantly changing environment.
- Experience with Microsoft Office and Google Workspace.
- Reliable transportation, as some travel may be required.

### **Salary & Benefits:**

- IRA matching

- Dental insurance
- Life insurance
- PTO
- Flex-time
- Option for some remote work
- Mileage reimbursement

***Inclusiveness Statement:*** *As an organization dedicated to inclusiveness, BBBS of Shelby and Darke County values and celebrates the diversity and individuality of every child, volunteer, employee, board member, family, and community partner.*

### **Equal Employment Opportunity**

BBBS strives to make all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, citizenship status, gender, gender expression, marital status, sexual orientation, veteran status, disability, arrest record, or any other protected class as required by applicable law. All employees are expected to actively support these principles and objectives in our work environment and with others with whom we come into contact.

*NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties as assigned.*

***To apply, please send your resume to [katie@bigbrobigsis-shelbydarke.org](mailto:katie@bigbrobigsis-shelbydarke.org)***