

## ABOUT US

Changing Perspectives. Changing Lives.

Since 1904, Big Brothers Big Sisters has operated under the belief that inherent in every child is incredible potential. As the nation's largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages 5 through young adulthood in communities across the country. We develop positive relationships that have a direct and lasting effect on the lives of young people.

### Our Mission

To create and support one-to-one mentoring that ignites the power and promise of youth.

### Our Vision

For all youth to achieve their full potential.

## JOB TYPE

Part-Time

## JOB SUMMARY

### What Drives You

Are you a natural leader who believes in the power of helping others realize their impact? 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 School-Based Program Coordinator will focus on executing and developing school-based mentoring, community relations, and recruiting volunteers to facilitate lasting, life-changing relationships that help youth achieve their full potential.

### Job Description Summary

This part-time position (20 hours per week) is designed to be a public-facing role that coordinates after school programming for Darke County schools, recruits new volunteers within Darke County, maintains healthy relationships with clients and community members, and executes high-quality case management.

### Responsibilities

- Develop and execute Buddies programs.
- Consistently increase enrollment through innovative and strategic initiatives.
- Appeal to local high school students and community members to gain new volunteers.
- 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.
- 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.

## CAREER LEVEL

Entry-Level

## EXPERIENCE/CERTIFICATION REQUIRED

### 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 traveling to schools is required.

## SALARY/BENEFITS

### Compensations

- \$20,000 per year
- 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 a resume to:  
katie@bigbrobigsis-shelbydarke.org**