



## **School Based & Workplace Mentoring Coordinator**

### **Position summary**

Big Brothers Big Sisters of Central Iowa's mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. The School-Based & Workplace Mentoring Coordinator's responsibility is to recruit, enroll, match and support volunteer Bigs and youth through the School Based and Workplace programs. This position will also coordinate, plan and lead Workplace mentoring program sessions during the school year.

The School-Based Mentoring Coordinator reports directly to the Director of Programs & Operations. This position is 40 hours per week, which may include some shifts to 6 p.m. Hours may vary from day to day but primarily occur between the hours of 8 a.m. and 6 p.m. Monday-Friday and are determined by the need of the agency. Occasional weekend hours may be needed.

### **Responsibilities:**

Required duties may include:

1. Develop and maintain relationships with school administration, teachers, counselors, and workplace sites
2. Support overall recruitment efforts by, but not limited to, participating in volunteer events, presenting to area businesses, and developing student relations
3. Interview volunteers and youth to determine eligibility for program and complete written assessments to help determine a successful match, while also identifying potential concerns or support needs
4. Develop curriculum and lead program sessions for Workplace Mentoring programs
5. Provide ongoing support to all match parties including the volunteer, parent, and child to ensure adherence to program guidelines, child safety and to offer appropriate coaching
6. Administer surveys from match parties to gauge outcomes of participation
7. Identify successful match stories to share with others including staff, board, donors, media, and at events
8. Attend meetings and committee meetings as assigned

9. Attend trainings, workshops, and/or webinars to continue to increase knowledge regarding best practices, child safety, etc. A minimum of 1 child safety training is required each year
10. Other duties as assigned by Director of Programs & Operations in support of the organization's mission

**Skill Requirements:**

1. Ability to work individually while positively contributing to a team environment
2. Excellent oral and written communication skills
3. Ability to use time effectively and focus on details while meeting agency goals related to quality and safety
4. Strong organizational skills
5. Computer competence (i.e. Microsoft Office, Outlook, Google Docs, Database Management)
6. Presentation and facilitation skills

**Qualifications:**

1. Bachelor's degree in Social Work or Human Services preferred; Bachelor's in a related field required
2. Experience in non-profit or a related service field for at least two years – Preferred
3. Pass Department of Criminal Investigation, Department of Transportation and Child Abuse Registry background checks according to organization's standards
4. Possess a valid (United States) driver's license
5. Ability and willingness to travel locally
6. Displays a sense of cultural competence and has experience practicing inclusivity amongst a variety of populations
7. Experience in a case management role is preferred

**To Apply:** Please send resume, cover letter and salary requirements to:

Tony Leo  
Director of Programs & Operations  
Big Brothers Big Sisters of Central Iowa  
[tleo@bbbsia.org](mailto:tleo@bbbsia.org)  
Job Type: Full-time