



Substance Abuse Prevention Mentoring Coordinator

Position summary

Big Brothers Big Sisters of Central Iowa's mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one mentoring relationships that change their lives for the better, forever. This position is funded through the Improving Tomorrow: Prevention Focused Mentoring grant in collaboration with the Iowa Department of Public Health (IDPH). Goals of the project include:

- Providing youth mentoring services to youth ages 5-18
- Distributing substance misuse and problem gambling prevention information to program and community members
- Establishing an Advisory Council to help guide youth mentoring services, and
- Focusing on services to support sustainability of youth mentoring services

The project period runs from July 1, 2020 – June 30, 2026.

This position reports directly to the Director of Programs & Operations and is 40 hours per week, which includes some shifts to 7 p.m. Hours vary from day to day between 9 a.m. and 7 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. Developing, administering, and evaluating substance abuse prevention trainings that support the requirements and objectives of the grant
2. Creating and promoting quarterly health promotion activities (ex. Newsletters, flyers, press releases, etc.) that provides age-appropriate content to mentors and mentees
3. Promoting Your Life Iowa as Iowa's integrated helpline by providing a specific number of presentations throughout the contract period
4. Providing resources and information regarding substance abuse and problem gambling prevention to BBBSCI staff and matches on a regular basis
5. Serving as a liaison to the BBBSCI substance abuse prevention Advisory Council

6. Securing surveys from match parties to measure impact of participation
7. 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
8. Connect families to other resources in the community as appropriate
9. Work collaboratively with other members of the community based team (match support, child enrollment, and volunteer enrollment) to ensure successful completion of grant requirements
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, presentation, and written communication skills
3. Ability to use time effectively and focus on details while meeting agency goals related to quality and safety
4. Computer competence (i.e. Microsoft Office, Outlook, Google Docs, Database Management)
5. Strong relationship building skills
6. Comfortable with and ability to connect with others via phone and email
7. Ability to handle multiple tasks at once, while prioritizing deadlines

Qualifications

1. Bachelor's degree in Social Work or Human Services preferred; Bachelor's in a related field required; some training around substance abuse prevention preferred
2. Pass Department of Criminal Investigation, Department of Transportation and Child Abuse Registry background checks according to organization's standards
3. Possess a valid (United States) driver's license
4. Ability and willingness to travel locally
5. Displays a sense of cultural competence and has experience practicing inclusivity amongst a variety of populations
6. Work a flexible schedule according to agency needs which may include some evening hours and occasional weekend hours

To Apply: Please send resume and cover letter to:

Tony Leo

Director of Program & Operations

Big Brothers Big Sisters of Central Iowa

tleo@bbbsia.org

Job Type: Contract, grant-funded, 40 hours/week, no benefits

Salary: \$45,000