**Previous Experience Desired**

Experience working with children and adults from diverse ethnic, racial, and socioeconomic backgrounds

**Skills and Qualities Needed**

* Ability to organize and carry out an independent plan of work, including several phone contacts per day
* Excellent communication skills with families, youth, and volunteers
* Dependability and dedication
* Ability to adapt to and contribute to a dynamic work environment
* Spanish fluency is not required but highly valued

**Job Responsibilities**

* Provide support, supervision, and resources for a caseload of mentoring relationships, including mediating concerns and promoting positive youth development
* Orient, interview, and evaluate prospective volunteer mentors
* Enroll new children and families
* Screen program applicants, assess compatibility, and introduce new mentors to their Little Brother/Sister and their family
* Maintain regular contact with all parties according to program policy and national standards
* Document all interactions in a timely and thorough manner
* Prepare reports as requested
* Assist in planning/execution of monthly “Match Events”
* Early evening hours will be required for appointments and contact with families (1-2 evenings/week after 5:00 pm). Evening hours will also be required 1-2 times/month for group activities (5:00 pm - 8:00 pm)

**Education**
Bachelor’s Degree

**Other Requirements**Satisfactory completion of criminal background and driving record checks. *An arrest or conviction does not automatically disqualify any applicant.* Proof of current automobile insurance is also required prior to first day of work.

**Salary Range and Benefits**
FT: $30,160 - $32,000 @ 40 hour/week, dependent on education/experience. Excellent health and retirement benefits, generous holiday schedule and vacation/sick leave accrual policy

**Application Instructions**

Submit resumes and completed application (available at [www.bbbsjc.org](http://www.bbbsjc.org)) by Tuesday July 28 at 5:00 PM to Daleta Thurness, Executive Director

Email: daletac@iastate.edu

*–or–* Mail: Big Brothers Big Sisters of Johnson County

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