



Match Coordinator – Spanish Skills Strongly Preferred

Big Brothers Big Sisters of the Greater Twin Cities (BBBS) is seeking qualified candidates for the position of Match Coordinator. This is a part-time (20 hours per week), benefits-eligible position with some evening and weekend hours required.

Benefits include medical and dental insurance, paid time off, 12 paid holidays and a 403(b) retirement savings plan. Benefits are provided on a pro-rated basis.

Primary Duties and Responsibilities:

The Match Coordinator is responsible for interviewing and assessing volunteers and children for eligibility into the program; upholding documentation and data management standards; ensuring child safety standards are upheld; and making quality matches between adult volunteer mentors and children. The Match Coordinator will:

- Make quality matches between adult mentors and young people. – Interview and assess volunteers and children/families for appropriateness for the program, collaborate with other teams to achieve agency goals, coordinate and facilitate match meetings and complete all necessary documentation on agency database.
- Provide orientation to potential volunteers and parents/guardians.
- Maintain a positive image of BBBS in the community and promote the agency as the mentoring program of choice.
- Contribute to the overall success of the agency in order to achieve the mission.

Experience and Qualification Requirements:

Qualified candidates will have a baccalaureate degree in social services or a related field and at least three years experience working with diverse youth and families, plus knowledge of youth development and assessment skills. Ideal candidates will be fluent in Spanish and English. The position requires travel in the 10-county Greater Twin Cities area. Must possess a valid driver's license, have a personal vehicle available for work-related travel and proof of insurance. Mileage reimbursement is provided.

Additional Information: BBBS is an Equal Opportunity Employer.

Send resume and cover letter to:

Barbara Alfrey, Director of Human Resources & Volunteer Services

careers@bigstwincities.org