



**Big Brothers Big Sisters**  
of the Greater Twin Cities

## Job Description

### Position: Director of Teen Programming

#### Organization Description

As the largest and oldest mentoring agency in the region, Big Brothers Big Sisters of the Greater Twin Cities (BBBS) has a strong foundation that makes it possible for us to get kids on the right path to success. We work hard to build and sustain relationships with individuals in our community to mentor children and youth to becoming their true self. We have been matching and mentoring the Twin Cities kids since 1920. We serve over 2,000+ young people every year and have over 60 staff.

BBBS’s mission is to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever. BBBS accomplishes its mission by:

- Providing deep and intentional partnerships with our youth
- Building and sustaining deep relationships with our Mentors
- Building a strong organizational foundation
- Creating a workplace culture that represents who we serve
- Transforming our community to understand the importance of our youth

BBBS’s vision is that all children achieve success in life.

<b>Supervisor:</b> VP of Programs	<b>Hiring Salary Range:</b> \$50,000.00 - \$60,000.00
<b>Position Title:</b> Director of Teen Programming	<b>Department:</b> Teen Programming/Program Department
<b>Job Type:</b> Full-time, Exempt	<b>Location:</b> Twin Cities, MN
<b>Hours/Days:</b> Monday-Friday, 40+ hours a week – occasional nights/weekends when necessary	<b>Closing Date:</b> Open until filled

#### Primary Function of the Position

**Overview:** The purpose of this position is to oversee the agency’s services to youth (ages 13 and older) and their parents/guardians and mentors. This includes providing supervision to the Match Engagement Team which provides match support/match engagement services for youth in a community-based mentoring relationship being supported by BBBS, as well as participants in the agency’s education and enrichment initiatives. This position is responsible for sustaining long-term and satisfying relationships between children and volunteer mentors, resulting in positive long-term outcomes for youth. The areas of programming that fall under this position include:

- College and Career Readiness (including career and college exploration, workplace learning opportunities, college access support through trainings, workshops, and individual counseling, and scholarship support)
- Teen Health (including sexual health education and support building assets and protective factors)
- College and Career Retention services offered to program alumni (typically ages 18 – 21)
- Mentoring Relationship Case Management (i.e., match support services for youth 13-18)

The director must demonstrate a strong work ethic, as well as integrity, accountability, high performance, demonstrated success of leading a team, and strong attention to detail in previous work experiences. The best director for this position is someone who can align themselves to our mission, vision, and understands youth development, college and career readiness best practices, is able to cultivate strong relationships with internal and external colleagues, funders, partners, participants and families, and represent the core mission and vision of BBBS.

#### Position Specifics

##### **Oversight of Teen Programming, including Teen Match Engagement and Education and Enrichment:**

- Provide effective guidance, direction and supervision to staff regarding positive youth development, match relationship development, child safety and well-being, risk management, and successful achievement of youth outcomes, including college/career readiness.
- Ensure compliance of staff and participants with the agency’s program-related policies and procedures.
- Coordinate closely with other program leaders and managers ensure that high-quality services are being provided, including smooth transitions when matches move to teen programming caseloads.
- Manage the agency’s annual scholarship review and selection processes and relationship with the scholarship management vendor.



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- Ensure that the teen programming team effectively delivers high quality services to youth, volunteers, and parents/guardians, including setting and achieving team and individual performance goals.
- Develop and maintain partnerships with external groups necessary to achieve goals.
- Provide activities and training for staff, Bigs, Littles and families to improve academic achievement outcomes and help youth prepare and plan for college and careers; ensure participants are effectively connected to postsecondary opportunities, resources and scholarships.
- Recruit and select diverse and qualified applicants for job vacancies, ensuring the right mix of skills and experiences needed for the team, including ensure effective on-boarding and training of new staff.
- Establish and clearly communicate performance expectations and implement performance management processes for the teen team.

#### **Business and Strategic Planning, and Budget and Grants Development and Management:**

- Develop and manage annual business and strategic plans, including identifying and implement changes that increase the efficiency and effectiveness of the program.
- In collaboration with senior leaders, support quality programming and innovation through the development of new initiatives, budgets, and project designs and supporting funding requests that will advance the work of the agency and department.
- Oversee the implementation and management of funded initiatives in assigned areas, including budget development and management, working closely with finance and development staff to maintain and provide data for reporting and grants management.
- Collaborate with other partner agencies on joint efforts to ensure that goals are met.

#### **Collaboration and Agency Engagement:**

- In collaboration with the vice president of programs, support the Education and Enrichment committee and Scholarship subcommittee, including planning meeting content and presenting to the committees.
- Work collaboratively with other program directors and the vice president of programs to ensure smooth coordination of services for matches and families, including serving on the program leadership and management teams.
- Ensure the creation and documentation of agency policies, procedures and practices in assigned areas.
- Prepare reports and provide information, as requested, for communicating with the board, committees, and external groups.
- Initiate and foster a “culture of philanthropy” within the team and agency.
- Support the agency and the advancement of its mission through other work as needed/assigned.

#### **Education and Experience**

- Bachelor’s Degree in Social Work, Community Psychology, Psychology, Education, Business, Non-Profit Management or related field required.
- A minimum of 3 years of staff management/supervision experience.
- 2+ years working with low income families, youth, communities of color, LGBTQ, gender equality, people with disability, and/or elder communities

#### **Qualifications:**

##### **Knowledge, Skills, and Abilities**

- Knowledge and understanding of youth development and family dynamics to provide support for and engage youth and volunteers in agency programs and services.
- Solid organizational, problem solving, and inter-personal skills.
- Ability to comfortably publicly present in a community or professional setting.
- Grants management and budget/financial management experience *preferred*.
- Must possess a valid driver’s license and current auto insurance coverage or have reliable transportation for meeting work responsibilities and priorities.

*The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Employees may be required to perform other functions not specifically addressed in this job description.*



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**To Apply:**

Submit Resume and Cover Letter to: [careers@bigstwincities.org](mailto:careers@bigstwincities.org) with subject line: Director, Teen Programming

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**Equal Opportunity Employer**

*People of color, LGBTQ, women, people with disability, and veterans are highly encouraged to apply*