Big Brothers Big Sisters
of the Greater Twin Cities

Job Description
Position: Recruitment Coordinator

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 path to success. We work hard to build and sustain relationships with individuals in our community to mentor children and youth to become their true selves. We have been matching Twin Cities kids with mentors since 1920. We serve over 2,663 young people every year with a staff of 60.

BBBS's mission is to provide children facing adversity with strong and enduring, professionally-supported 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.

Position Title: Recruitment Coordinator	**Salary Range:** $15.00 - $16.50
Supervisor: Volunteer Manager	**Department:** Advancement
Job Type: Part-Time, non-exempt	**Location:** Twin Cities, MN
Hours/Days: 10-20 hours/week Primarily Evenings/Weekends	**Closing Date:** Open until filled

Primary Function of the Position

This part-time position is suited for a candidate who will work diligently over the course of evenings/weekends to advance the volunteer engagement goals of Big Brothers Big Sisters. The incumbent will leverage skills in public-speaking, knowledge of volunteer recruitment/youth development best practices, and experience with partnership development to increase the number of qualified volunteers across all agency mentoring programs.

Essential Job Functions:

1. **Represents all mentoring programs on behalf of BBBS as a spokesperson and ambassador in the community**
    - **a.** Frame our mentoring programs accurately and enthusiastically to prospective volunteers by delivering in-person and web-based information sessions.
    - **b.** Recruit volunteers at select community events, volunteer fairs, etc.
    - **c.** Provide excellent customer service to potential volunteers from initial inquiry to program commitment.
    - **d.** Steward agency relationships by documenting contacts and provide timely/accurate reports showing progress towards annual recruitment plan goals.

2. **Implement targeted recruitment strategies**

   a. Actively recruit volunteer "Bigs" in accordance to the current recruitment plan, including focus/specialization in areas identified as higher needs.
   b. Identify new community stakeholders to participate in the expansion of the BBBS mission, and tailor a volunteer recruitment activity to fit their organization.
   c. Carry out volunteer recruitment activities with current partners as delegated by Volunteer Manager.

3. **Contribute to the overall success of the agency in order to achieve the BBBS mission**
   a. Promote teamwork by participating in various teams, including: work groups, project teams and interdepartmental meetings.
   b. Positively represent BBBS in the community.
   c. Assist other agency functions and/or departments as needed.

Other Job Duties:
Assist the volunteer manager with special projects as they relate to volunteer recruitment, community outreach, and occasionally promoting family access.

Contribute to the overall success of the organization by working together to achieve the mission. Develop and maintain sensitivity to employee diversity, and demonstrate cultural competence in the workplace and in the services provided by the agency. Demonstrate respectful treatment of other employees, program participants and all stakeholders. Build community support for the organization by participating in broader advancement activities.

Physical Aspects of the Job:
The position requires the incumbent to make presentations and do public speaking on a regular basis throughout the Twin Cities. The incumbent must be able to work weeknights and weekends as needed, and possess a valid driver's license and provide a reliable means of transportation for the performance of work responsibilities. This position also requires the use of the computer, the telephone, email system and audio-visual equipment.

Relationships:
This position reports to the Volunteer Manager and may train interns and other volunteers.
Work collaboratively with other recruitment team members and with front-line agency staff, managers and leadership team.

Equipment Used:
Computer, database, e-mail system, telephone, audio-visual equipment and other office equipment as needed.

Education and Experience:
Minimum Experience

- Experience recruiting volunteers

- Knowledge of event coordination, sales, and marketing
- Strong public speaking skills; or a combination of equivalent experience and training
- Affiliation to Big Brother Big Sisters

Knowledge, Skills and Abilities

- Strong team player and passion for BBBS mission
- Candidate must have evening/weekend availability
- Proven track record with public speaking; Ability to present information clearly and persuasively to diverse audiences
- Ability to do public presentations comfortably
- Ability to communicate the mission and volunteer needs of BBBS to organizational stakeholders as well as individual volunteers
- Demonstrated experience researching and developing community partnerships
- Strong organizational skills with ability to document contacts/relationships
- Proficiency in second language preferred, but not required

The above statements are not intended to encompass all functions and qualifications of this 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.

To Apply:

If interested, please submit a resume and brief cover letter to: careers@bigstwincities.org with Subject line: Recruitment Coordinator

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