



**Organization Description**

As the largest and oldest mentoring agency in the region, Big Brothers Big Sisters 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 2,000 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.**

<b>Position Title:</b> Enrollment & Match Coordinator	<b>Salary Range:</b> \$37,000-\$41,000
<b>Supervisor:</b> Manager of Enrollment and Matching	<b>Department:</b> Enrollment & Matching Team
<b>Job Type:</b> Full-time, Exempt	<b>Location:</b> Twin Cities, MN
<b>Hours/Days:</b> Monday-Friday, 40+ hours a week – including evenings, and weekends when necessary. (Most work falls roughly during the hours of 10am-7pm)	<b>Closing Date:</b> Open until filled

**Primary Function of the Position**

The primary purpose of this position is to interview and assess volunteers and youth for eligibility into the program; uphold documentation and data management standards as they relate to the enrollment process; ensure child safety standards are upheld; and identify quality matches between adult volunteers and youth.

**Position Specifics**

**1. Make quality matches between adults and children to achieve the BBBS mission**

- Assess diverse volunteers and youth/families for appropriateness for the program. This includes:
  - Schedule and conduct in-depth, in-person interviews with volunteers and youth/families in the office, community and family homes
  - Ensure all parents/guardians receive in-depth orientation of our program
  - Review volunteer background checks and references
  - Complete comprehensive assessments, to include recommendations for additional coaching and support participant may need in program
  - Contact outside sources for additional information, including teachers, therapists, social workers, etc, as needed
  - Accept or refer participants as appropriate
- Complete all necessary database entries according to agency standards
- Work as a team to effectively and efficiently make matches by sharing files and resources
- Connect participants with other community resources and referrals, as appropriate
- Administer surveys to youth and volunteers to assess relationship and youth outcomes
- Support additional projects, as determined, in collaboration with supervisor

- 2. Create a positive public awareness of BBBS and represent the agency as a high-quality mentoring program of choice to the community.**
- Maintain knowledge of community needs, resources, and networks
  - Communicate in a professional manner with external constituents
  - Work collaboratively to achieve results as specified in the annual business plan
  - Promote teamwork by overseeing and participating in various teams including work groups and interdepartmental meetings
  - Positively represent BBBS in the larger community
  - Support the Advancement Department in recruitment, fundraising, and communication efforts as needed
  - Contribute to the overall success of the agency in order to achieve the BBBS mission
  - Assist with other program functions and tasks as assigned

### Education and Experience

- Bachelor's degree in social services or related field. *Exceptions:*
  - *Within 6 months of completing bachelor's degree*
  - *AA degree and 4 years relevant work experience*
  - *No degree, 8 years of relevant work experience*
- Knowledge and understanding of youth development and family dynamics
- Experience with handling confidential and sensitive information
- Experience with interviewing and assessment
- Comfortable going into the homes of diverse families across the Twin Cities
- Ability to assess compatibility between volunteers and youth to make appropriate matches
- Knowledge of mandated reporting guidelines
- Collaborative workstyle with strong interpersonal skills
- Ability to work both in a team and independently, to exercise good judgment, make sound decisions & problem solve
- Strong writing skills and the ability to communicate professionally with internal and external constituents
- Ability to manage multiple projects and priorities
- Goal oriented, with a strong commitment to quality and results
- Ability to work a flexible schedule including some evenings and weekends
- Must possess a valid driver's license and have a reliable means of transportation for the performance of work responsibilities

### To Apply:

If interested, please submit an application through Paycom, including a resume and a brief cover letter. You will be required to create an account with Paycom, or log in to a previously created account.

Please copy & paste the link below into your web browser to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=24567&clientkey=F9F232642ED59BB5E044E43C40BC5273>

**Equal Opportunity Employer**