



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 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 nearly 4,000 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.

Supervisor: Vice President of Programs	Hiring Salary Range: \$50,000-60,000
Position Title: Director of Site-Based Programs	Department: Site-Based Department
Job Type: Full-time, Exempt	Location: Twin Cities, MN
Hours/Days: Monday-Friday, 40+ hours a week – occasional nights/weekends	Closing Date: Open until filled

Primary Function of the Position

This position leads BBBS’ Site-Based programming, including setting and achieving annual and strategic plans for BBBS’ place-based mentoring programs operated at schools, workplaces, and at nonprofit and social service partners’ locations. This position is responsible for achieving positive outcomes for youth, resulting from impactful programming and mentoring relationships.

This position supervises the Site-Based team and the Free Arts team. This includes overseeing school and site-based match making, match support and case management, programming and curriculum design and implementation, child safety, and continuous improvement initiatives to ensure that the department is continuously seeking ways to maximize the efficiency and effectiveness of agency staff and resources. This position develops and manages school and site-based partnerships that increase the agency’s capacity to achieve its program goals. This position represents the site-based program through partnerships and presentations to prospective volunteers, school and community partners, parents/guardians, donors, BBBS board and committee members, and other current and prospective supporters.

Essential Job Functions

Oversight of Site-based Programming, including 1:1 mentoring programs, site-based group mentoring programs, and Free Arts programming:

- 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.
- 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 from Site-Based to Community-Based caseloads.
- Ensure that the site-based 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, including schools, school districts, universities, and businesses necessary to achieve goals.
- Develop and maintain relationships with school administrators for the purpose of creating and updating school partnerships.
- 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 site-based 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 present of programs, support the Program Committee, including presenting to the committees on topics relevant to site-based mentoring.
- 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 team.
- 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.

Qualifications

Education and Experience

- Baccalaureate degree in social services, health or related field and at least three years of experience working with youth and families
- Prior experience managing staff, budgets, and programs
- Prior work with youth and work with or in partnership with K-12 schools, school staff, and school districts

Knowledge, Skills, and Abilities

- Knowledge of youth development
- Strongly preferred, experience facilitating youth programs
- Knowledge of community resources and supports for youth and families facing adversity
- Experience with confidentiality and sensitive information and ability to maintain confidentiality
- Experience working with diverse youth and families
- Experience collecting and compiling data
- Experience developing or analyzing curriculum for use in out of school programming (preferred)
- Knowledge of mandated reporting guidelines
- Skill in communicating effectively with adults and children
- Strong writing skills and the ability to communicate professionally with external constituents
- Ability to work proactively to solve problems and resolve conflicts with volunteers, youth and parents
- Ability to manage multiple projects



Job Description
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- Ability to work with a team and independently to meet job expectations
- Must be able to travel out in the community
- Must have reliable transportation; and/or valid drivers' license and current auto insurance that meets minimum requirement
- Must be available to work nights and weekends; willingness to schedule around participant availability
- Ability to work remotely at various locations

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=26700&clientkey=F9F232642ED59BB5E044E43C40BC5273>

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.

Equal Opportunity Employer