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## ***Position Available***

**Name of Organization:** Big Brothers Big Sisters of Central Carolinas

**Title of Position:** Match Support Specialist

**Date of Position Available:** Immediately

**Position Reports To:** Match Support Program Manager

**Position is:** Full-Time (40 hrs/week)

### **About Us:**

**Mission:** To provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

**Vision:** All Children achieve success if life.

Big Brothers Big Sisters of Central Carolinas partners with individual donors, foundations, corporations, government and others to build the critical network of support that funds and enables the work of carefully matching children with caring adult mentors and providing ongoing support to the child, volunteer mentor and child's family. Big Brothers Big Sisters targets children who need us most, including those living in single parent homes, growing up in poverty and coping with parental incarceration. More than 1,000 Matches (Bigs & Littles) get together regularly in the Central Carolinas region, creating and building life-changing friendships. Research proves that children enrolled in Big Brothers Big Sisters programs are more likely to improve in school and in their relationships with family and friends, and less likely to skip school or use illegal drugs or alcohol. Big Brothers Big Sisters of Central Carolinas has been recognized as a leader in the non-profit industry and in the BBBS network; winning the National BBBSCC Gold Standard Award and, locally, the Mayor's Mentoring Alliance Large Agency Best Practices award the last four years in a row. Our Development Team works hard to create unique, positive, memorable experiences for our volunteers, supporters and event participants. We deeply value the relationships created and the dollars generated from each of our donors, large or small.

### **Position Summary:**

The Match Support Specialist is responsible for providing match support to ensure child safety, positive impacts for youth, constructive and satisfying relationships between children and volunteers, and a strong sense of affiliation with BBBS on the part of volunteers.

The Match Support Specialist will also support volunteers, parents, and children through contacts, events, and resources.

1. Ensure high-level expertise in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function.
2. Develop, promote and implement individual and group match activities to support ongoing volunteer involvement with the child and agency affiliation through individualized recognition, annual events, and reengagement strategies.
3. Assess and provide individual training needs, information and support needs for each match participant to ensure a positive youth development experience for the child, and successful and satisfying experience for the volunteer.
4. Continually assess the match relationship focusing on: child safety, match relationship development, positive youth development and volunteer satisfaction. Real and/or potential problems and barriers are identified, addressed and resolved as early as possible. Match support is provided on a frequency according to BBBS Standards, at a minimum.

**Qualifications:**

- a. Bachelor's Degree
- b. Experience in the social services industry and case management

**Required:**

- a. College graduate – Bachelor's degree
- b. Good oral and written communication skills
- c. Demonstrated attention to detail
- d. Experienced user of Microsoft Office products
- e. Good organization and time-management skills
- f. Bi-lingual

**Application Procedures and Special Instructions:**

Interested applicants should submit a cover letter, resume, and contact information for three professional references, via email, to: [careers@bbbscentralcarolinas.org](mailto:careers@bbbscentralcarolinas.org)

For more information, visit: [www.bbbscentralcarolinas.org](http://www.bbbscentralcarolinas.org)