



Position Available

Title of Position: Program Coordinator, Cabarrus
Date of Position: Immediately
Position Reports To: Area Director, Cabarrus County
Position is: Full-Time (40 hrs/week)

About Us:

Mission: Create and support one-to-one mentoring relationships that ignite the power to and promise of youth.

Vision: All youth achieve their full potential

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 1,500 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 Program Coordinator is responsible for coordinating and implementing all aspects of the Beyond School Walls program in Cabarrus County and ensure that volunteers and children are appropriately enrolled and matched while executing a high degree of independent judgment when utilizing BBBSCC standards and practices. A high-level customer service, focusing on volunteer options and child safety, is to be demonstrated throughout the volunteer and child enrollment and matching process.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Specifically the Program Coordinator for Cabarrus County will:

- The Program Coordinator will participate with School liaisons to develop and implement volunteer and Little recruitment strategies.
- The Program Coordinator will work with Atrium Health and school partners and liaisons to assure seamless, comprehensive and timely service for each youth, family and volunteer served. Participate in meetings to coordinate logistics, share program plans, and acquire feedback etc.
- Enroll youth and volunteers into the program:
- The Program Coordinator will conduct orientations, interviews, assessments and assign match development plans in accordance to the BBBS Service Delivery Model.
- Match youth and volunteers: The Program Coordinator will determine match and facilitate match meetings at program site.
- Maintain Records: The Program Coordinator will maintain accurate Matchforce and hardcopy match records as required by BBBS Service delivery Model.
- Provide on-going match support: The Program Coordinator will support and strengthen on- going match relationships and provide match training as described in the BBBS Service Delivery Model.
- Assess volunteer “fit” to BBBSCC. Conduct volunteer enrollments, including: individual orientations, interviews, and completion of any other enrollment processes. Assess the necessity of home visits and complete as indicated.
- Conduct client enrollments including parent/child interviews, child safety education and enrollment processes. Assess and refer families for alternative or additional services as needed.
- Ensure a high-level of proficiency and skill in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function. Identify child safety issues for volunteers, children and their families.
- Review and follow-up on references as necessary to gain additional data to complete the assessment process.
- Conduct volunteer and client reassessments/updates as indicated.

SKILLS AND KNOWLEDGE:

- Excellent oral and written communication skills reflecting solid customer services and high level interviewing skills
- Ability to form appropriate assessment-based relationships
- Relate well in multicultural environments
- Maintain confidentiality throughout daily operations
- Time management with attention to detail
- Must have a high level of organizational skills
- Experience and knowledge of managing volunteers
- Excellent writing skills
- Knowledge of child safety indicators
- Problem solving skills

QUALIFICATIONS

Required:

- a. Bachelor's degree
- b. 2-3 years' Minimum experience in working with both child and adult populations; specific assessment, intake or interview experience preferred.
- c. Good oral and written communication skills
- d. Demonstrated attention to detail
- e. Proficiency of Microsoft Office products
- f. Good organization and time-management skills

Application Procedures and Special Instructions:

Interested applicants should submit a cover letter and resume via email, to: careers@bbbscentralcarolinas.org , subject line (Cabarrus County). For more information, visit bbbscentralcarolinas.org