



JOB ANNOUNCEMENT

The following position is currently available:
Mentoring Coordinator for Special Programs

Full-time, non-exempt
Starting Annual Salary \$31,200 (plus benefits)

Primary Function: To help bring new program initiatives to fruition by identifying and recruiting children, assist with additional training for volunteers matched with children in those programs, and provide ongoing support for the resulting matches.

Specific Responsibilities (in compliance with agency and national standards):

Mentoring Children of Parent(s) Recovering from Opioid Addiction (Federal Grant):

- Develop relationships with the staff at The Life Change Center in both Reno and Carson, and other human service organizations, to solicit referrals for children of parents who have been identified as being in recovery for opioid addiction.
- Assist with presenting to these parents/guardians the benefits of enrolling their children in our program.
- Make personal follow up contacts with parents/guardians of children to encourage them to enroll their child(ren) in the program.
- Research any additional needs this population may have and help develop a specialized training for Bigs to increase their comfort level in dealing with different situations they may encounter when working with families struggling with substance abuse.
- Provide match support for those Bigs and Littles matched under this grant, as well as any additional grant requirements.
- Complete grant reports in a timely manner.

Site-based Mentoring Program at the Boys & Girls Club of Western Nevada (Carson City):

- Develop relationships with the staff of the Boys & Girls Club of Western Nevada and keep in regular contact with them for referrals of children for our program.
- Assist enrollment staff in interviewing families and children
- Assist enrollment staff in interviewing and training Promise Scholarship students ages 18+ who are must complete service hours.
- Provide match support for those Bigs and Littles matched at the Club
- Document hours the Promise students meet with their Littles, for reporting to the Promise Scholarship.

Site-based Reading Program at Boys & Girls Club of Truckee Meadows (Pennington Branch):

- Help with the interviewing of teenagers identified by the Club staff to be Reading mentors for elementary school aged children who attend the Club.
- Assist Program Director with weekly training of the High School Bigs in this program.
- Provide match support for those High School Bigs ad Littles matched within the reading program.
- Responsible for organizing and maintaining portable library for the matches' use.

Other duties as assigned by the Program Director

Internal Relationships:

- Reports directly to the Program Director.
- Maintains professional working relationships with staff.

External Relationships:

- Maintains professional relationships with The Life Change Center, Boys & Girls Clubs and other human service agencies as determined.
- Maintains professionalism in all community relationships.

Qualifications:

- Bachelor's Degree in the social sciences (2 years experience in human services field preferred).
- Knowledge of and sensitivity to those recovering from substance abuse (experience in substance abuse preferred).
- Prior program development and volunteer management experience preferred.
- Excellent verbal and written communication skills. Spanish speaking highly desirable.
- Reliable transportation and flexible schedule with working nights/weekends as needed.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please email your resume to dbeauvais@bbbsnn.org by Friday, February 8, 2019 at 5:00pm

Applicants must pass a background check prior to offer of employment.

Big Brothers Big Sisters of Northern Nevada is an Equal Opportunity Employer