

BIG Experience and Real Men Read Coordinator

QUALIFICATIONS

1. Knowledge of social work philosophy, principles, methods, and an ability to use this knowledge positively in casework practice.
2. Understanding of community resources
3. Ability to analyze behavior significance, formulate a plan of action and write progress notes and reports
4. Ability to research, initiate, plan and implement Real Men Read programming
5. Flexibility, able to work some evenings and occasional weekends.
6. Experience with computer programs such as Microsoft Word and Excel
7. Valid Indiana Drivers License and proof of insurance
8. Professional attitude and manner
9. Ability to relate well to adults and youth.
10. Strong verbal and written communications skills
11. Emotional maturity, good judgment, integrity, flexibility, resourcefulness, and enthusiasm
12. Commitment to the mission of BBBS of Northeast Indiana

EDUCATION

A minimum of a bachelor's degree in behavioral science, related field, or relevant work experience.

POSITION RESPONSIBILITIES

Real Men Read

1. To be supervised by Chief Development Officer, Chief Administrative Officer, or Director of Programs.
2. To provide direct supervision for the Real Men Read program.
3. Ensure proper support to readers by scheduled telephone and in-person contacts.
4. To interview, assess and screen individuals for needed services, including but not limited to providing support for other staff in processing Real Men Read. Work with appropriate staff to ensure timeliness in processing volunteers.
5. To attend training courses or conferences as needed.
6. To administer volunteer, child, and guidance counselor surveys, gather and analyze results and develop a strategy to implement necessary changes.
7. To share with development and/or marketing staff potential partnership relationships as discovered through volunteer and school contacts. Assist marketing department in recruiting Bigs.
8. To develop and maintain relationships with schools and social service agencies.
9. To participate in public relations and fund-raising projects as requested

POSITION RESPONSIBILITIES

Training/Mentor Café's



1. Coordinate and implement Prematch training, volunteer trainings and Mentor Café's
2. To be familiar with and effectively utilize Matchforce
3. To assess individual training needs, information and support needs for match participants to assure a positive development experience for the child, and successful and satisfying experience for the volunteer.
4. To perform other duties as required by agency management.

POSITION RESPONSIBILITIES

Inquiry Scheduler

1. To schedule interviews for potential volunteers and clients with an Enrollment Specialist ensuring efficiency of resources by strategically scheduling based on geographic location of volunteer and specialist (e.g., direct the volunteer to days when we will be in their area, make the most efficient use of the specialist's time when in a remote area, etc.)
2. To send forms or program information as needed to volunteer, families or school administrators.
3. To answer incoming phone calls with quality customer service.
4. To attend monthly all staff meetings.

Development Scheduler

1. To schedule presentations and manage the calendar of Development Staff as needed.

Direct Supervisor: Marketing Manager