



## **PART TIME MATCH ACTIVITIES COORDINATOR**

### **QUALIFICATIONS**

1. Commitment to the mission of BBBS of Northeast Indiana.
2. Ability to relate well to people.
3. Excellent verbal and written communication, emotional maturity, good judgment, integrity, flexibility, resourcefulness and enthusiasm.
4. Exceptional attention to detail.
5. Professional attitude, manner and a motivated and a self-starter.
6. Able to work 10 to 25 hours a week based on a flexible schedule evening schedule.
7. Must be available weekday evenings (events typically start at 6pm and end by 8pm) and weekends (1 Saturday per month as needed).
8. Must have valid driver's license and show proof of auto insurance and reliable transportation.
9. Ability to make present programs to schools, groups and individuals.
10. Commitment to the role as advocate to BBBSNEI's culture of distinction that revolves around our core values of safety, integrity, passion, customer service, excellence, ownership, and communication.

### **SKILL OR EDUCATION**

A bachelor's degree in early childhood or education, social work, human services, nutrition, health sciences, exercise science or related field. OR current students in pursuit of a related degree or experience in a similar capacity are encouraged to apply. Appropriate life experiences will be considered for this role.

### **POSITION RESPONSIBILITIES**

1. Implement preplanned match events focused on improving recruitment, strengthening match relationships and strengthening organizational affiliation with BBBSNEI.
2. Coordinate match activities that are structured and unstructured, individual and group, intermittent and ongoing, small group and large group etc.
3. Facilitate experiences across designated counties and partnerships with other organizations to provide match experiences at a free or low cost.
4. Use monthly activities to reengage and assist struggling matches along with MS staff.
5. Implement and promote match activities to support ongoing volunteer involvement through individualized recognition, annual events, and reengagement strategies.
6. Create a Calendar of Events which should include at least four events a week, two of which should be hosted at the Big Brothers Big Sisters campus.
7. Manage the First Friends program, participants, and volunteer drivers.
8. Include First Friends children in at least 80% of events.
9. Work with Development to negotiate with vendors/sponsors to get lowest cost; develop relationships to secure in-kind donations/sponsorships whenever possible.
10. Develop and work with volunteer committees for various match events.
11. To be familiar with and effectively utilize Blackbaud, eTap, Constant Contact & Match Force for documentation of all contact with volunteers, parents, and children.
12. Recruit Volunteers and make presentations to corporations, schools, groups and individuals.
13. Secure and schedule potential volunteers to help with events and transport Little's.

14. Assist with special/large events: BFKS, VRD, Big Green Event etc.
15. To ensure high-level proficiency in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function.
16. To share with development and/or marketing staff potential partnership relationships as discovered through volunteers and parents' employers and affiliations.
17. Complete and submit designated reports as requested by the Executive Director.
18. Participate in organizational team-building activities.
19. Attending all mandatory staff and program meetings.
20. Perform other duties as required by agency management.
21. Oversee the Start Something Big segment.

## **SUPERVISION**

1. Reports to the Program Team Lead
2. 60 Day Review and Quarterly/Annual Reviews

Goals: a minimum of 1-5 events a week depending on hours established

Events include:

- Small group
- Large group
- Off site, on site
- Themed events
- Holiday events
- Targeted events (target kids who have an interest or are struggling with an issue)
- Series event (come to so many and earn an opportunity to)

Strategies

- Use events to promote something
- Use events to identify struggling matches
- Build skills
- Create interests
- Build partnerships with other organizations & work with Development
- Assist struggling matches in the bonding process
- Use activities to solve problems and create bond between matches

Key Attributes

- Self starter
- Positive
- Consensus building
- Put safety above all else
- Is able to connect with both internal staff and external partners
- Idea driven
- Use of community resources and expand community partnerships

Goals for events

- Use activities to bond Big and Little
- Use experiences to learn new skills (big and little)



- Use activities to expose to new hobbies and interests
- Use activities to decrease closures
- Use activities to lengthen matches
- Use activities to connect matches to each other and to Agency staff

#### Keys to success

- Forge relationships early
- Connect with staff (program and development)
- Connect with volunteers
- Keep attendance and get to know internal technology systems
- Set strategies for knowing who your Bigs & Littles are

#### **SALARY AND BENEFITS**

Hourly pay \$15-\$20 per hour based on experience. Valid driver's license and clear background check required. This is a non-benefited position.