

Big Brothers, Big Sisters is hiring a Volunteer/Youth Enrollment & Match Coordinator – South Coast, MA

Are you a “people person” who cares about the healthy development of youth? Are you looking to join a community-focused, performance-driven human service organization? Are you looking for varied, independent work as well as to be part of a fun, dynamic team? Then you are the right fit to join the Program Services team at Big Brothers Big Sisters!

BBBSMB matches under-served youth with adult mentors in lasting one-to-one friendships supported by trained professional staff. The agency is well respected both for its mission and for the quality of its services. Your responsibilities include assessment of potential volunteers, enrolling families and youth, and making quality new “matches.”

Through extensive and detailed interviews with both the families and volunteers, you will work to carefully to match a volunteer with a child with the focus being on changing the child’s life for the better, forever. The positions require flexible daytime, evening, and some weekend hours.

Qualifications include: Bachelor’s Degree and 2-3 years, Associate’s degree and 4 years, or 8 years of relevant work experience of social services, human resources, volunteer management, or related experience. Background in interviewing or psychology a plus. Familiarity working with both child and adult populations. Assessment, intake, and interview experience. Intermediate level Spanish communication skills preferred. Proficiency in Microsoft Office, including Word,

Outlook, and Excel. Must have access to reliable transportation to travel to areas that are not accessible by public transportation and valid driver's license. Criminal background checks are part of hiring process.

Required Skills and Abilities: Intermediate level oral and written Spanish communication and interpersonal skills preferred; familiarity with the SouthCoast region; high-level interviewing skills; excellent judgment and decision-making skills; ability to use time effectively and to focus on details; ability to work independently; performance-driven mind-set; customer service orientation; experience working with people from diverse cultures; ability to juggle tasks and set priorities; ability to effectively collaborate with other staff.

Salary: Competitive salary and benefits package. BBBSMB is an equal opportunity employer.

How to apply:
<https://www.bbbsmb.org/volunteer-youth-enrollment-and-match-coordinator-southcoast/>

Big Brothers Big Sisters of Massachusetts Bay is an innovative, energetic organization that is making a real difference in the lives of more than 3,200 youth annually by providing them with an invested, caring adult mentor. With research and proven outcomes at its core, Big Brothers Big Sisters of Massachusetts Bay is working to defend the potential of children facing adversity and ensure every child has the support from caring adults that they need for healthy development and success in life. The organization's vision is to inspire, engage and transform communities in Massachusetts Bay by helping youth achieve their full potential, contributing to healthier families, better schools, more confident futures and stronger communities. For more information about this worthwhile cause and its important mission, visit www.massbaybig.org.

