



Big Brothers Big Sisters

OF FAIRFIELD COUNTY, INC.

*30 years of making a **BIG** difference*

Big Brothers Big Sisters of Fairfield County (BBBS) is seeking a part-time skilled Match Support Specialist. Big Brothers Big Sisters of Fairfield County has roots dating back to 1972. Our mission is to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever. Our purpose is to offer a unique one-to-one relationship in which a volunteer provides guidance and friendship to a child living in an “at-risk” environment, where there is a need for an outside adult relationship. BBBS believes that a positive association with an adult man or woman is most influential in helping a child become a happy, responsible adult. The staff stands ready at all times to assist in strengthening the friendship between the Big and the Little so that, working together, a child’s life is enriched.

Position Description

The role of the Match Support Specialist is providing match support to mentors, parents/guardians, and youth in both our Community and School based Programs. To ensure child safety, positive youth impact, development of rapport and relationship building between youth and volunteers. The successful candidate will provide positive outcomes in the following areas: customer satisfaction, average match length, and match closure rate.

We are searching for individuals with:

- Bachelor’s degree in Youth Studies, Education, Social Work or related field.
- Training, public speaking, and coaching experience.

- Proven ability to build and maintain relationships; savvy networking skills; persuasive personality; entrepreneurial, with experience in initiating and sustaining collaborative efforts
- Well-organized, self-directed worker who can also thrive independently and in a team environment.
- Excellent written and oral communication, problem-solving, and interpersonal skills required.
- Must be able to work in a fast paced environment and balance multiple priorities.
- Knowledge of Microsoft Office applications, especially Excel and PowerPoint, with strong complimentary computer and online research skills.
- Personal qualities of integrity, credibility and a commitment to the BBBS's mission.
- Must have valid VA Driver's license.
- Ability to work off-hours (i.e. evenings and weekends) as needed.
- Pre-employment background check is required

A successful candidate will have:

- Ability to conduct face-to-face interviews with volunteers, parents and youth.
- Ability to quickly learn new computer programs like our Agency Information Management (AIM) system.
- Capacity to develop and implement recruitment strategies.
- Warm and personable demeanor to do outreach and build partnerships to compliment the agency.

We are looking to find professionals who care about mentoring youth in Fairfield County. If you feel that you can apply your skills to develop the best youth through one-on-one mentoring, we encourage you to apply. Please submit your cover letter and resume via e-mail to Jolyn Pugh, jpugh@bbbs-fairfielddoh.org or by mail 111 South Broad Street, Suite 106, Lancaster, Ohio 43130 or Fax 740-687-9277. **BBBS will be accepting resumes until May 10, 2017. Males are strongly encouraged to apply.** Applicants MUST have a legally insured vehicle. Big Brothers Big Sisters is an Equal Opportunity Employer.