

## **Big Brothers Big Sisters of West Central Ohio, Inc.**

### **Program Coordinator Job Description**

**Title: Program Coordinator**

**Reports To: Program Director**

**Position Description:** This position is responsible for overseeing selected school-based programs in the assigned county. The Program Coordinator provides support and guidance to high school Bigs and Littles (K-8) to ensure that their matches are rewarding, safe, and impactful. This position helps plan and run activities for matches within the school day and plays a key role in ensuring that volunteers, mentees, and families have a positive experience with the program.

**Job Responsibilities:**

- Conduct child and volunteer enrollment.
- Create matches (pairing the Bigs and Littles) and provide support throughout the match
- Maintain accurate and timely records for each individual and match
- Continually assess the match relationship to ensure child safety, relationship development, positive youth development, and volunteer satisfaction
- Represent BBBSWCO in the community at Big recruitment opportunities at local events and in local schools
- Plan and supervise a variety of match activities to ensure matches are meaningful, fun, and educational

**Job Qualifications**

- Bachelor's degree (in social services or related field preferred) or in the process of completing this within six months of hire or an Associate's Degree (in social services or related field preferred)

**Required Skills**

- Proficient in Microsoft Office (Word, Outlook, Excel)
- Good oral and written communication skills
- Self-directed and motivated
- Detail-oriented
- Ability to assess and execute the following relational support skills: guiding, supporting, confronting, advising, and/or negotiation