

**POSITION:** MENTOR MANAGER, PART-TIME (3 HRS/WEEK)  
**LOCATION:** BIG BROTHERS BIG SISTERS – CONSTANTIA SCHOOL DISTRICT  
**RESPONSIBLE TO:** DIRECTOR BBBS  
**PAY GRADE:** 4/NON-EXEMPT  
**NO. OF WEEKS PER YEAR:** 44 WEEKS PER YEAR, WEDNESDAYS 2:00PM TO 5:00PM

**QUALIFICATIONS:**

- A Four-year degree in social work or human services, plus field work experience in case management.
- Must have an understanding of youths from 8 to 18 years of age, and the ability to help resolve interpersonal issues between mentees and volunteers.
- Must have knowledge of school systems and ability to work with school personnel.
- Must be available for some weekend and evening work.
- Must have reliable transportation.
- Personal computer skills necessary.

**RESPONSIBILITIES:**

1. Conduct in-school interviews with children from Elementary schools and volunteer mentors.
2. Maintain records of on-site mentoring sessions; collect necessary information and file records accordingly.
3. Plan and participate in weekly activities for mentors and mentees, i.e.: tutoring sessions, group activities, park outings, etc..
4. Assist children and school mentors as needed to assure a successful match.
5. Plan and coordinate transportation arrangements for children after school from program activities.
6. Maintain inventory of program supplies.
7. Prepare and maintain all appropriate reports as required to ensure compliance with funding sources, and submit accordingly.
8. Maintain confidentiality of all information pertaining to the children and their mentors.
9. Adhere to relevant health and safety policies and procedures.
10. Perform all other duties as required.