



Big Brothers/Big Sisters of South Central Ohio is looking for a dynamic individual to add to our growing team! We are currently accepting applications for a School Based Mentoring Specialist for Pike, Fayette and Highland Counties.

### ***Position Responsibilities***

- Oversee and implement all School Based Program Activities for achieving program goals within assigned area.
- Ensure that all program projects are well planned and fulfill the goals of the volunteer and client participants.
- Responsible for training, developing, supervising and evaluating those volunteers and children that will be served.
- Work closely with the President and C.E.O. regarding district needs and strategies for future growth.
- Assist in the development and evaluation of program policies and procedures to ensure that processes are efficient and meet agency goals and national standards.
- Work with local agencies, organizations, and committees to ensure appropriate presence and visibility in the community.
- Providing accurate and timely program statistics to the President and C.E.O.
- Responsible for the all School Based Mentoring Program contracts with local school districts.
- Ensure that all program volunteers are competent and receive the necessary and ongoing development and training to ensure program success.
- Maintain a unified atmosphere with departments.
- Maintain accurate paperwork and database according to National and Agency standards.
- Assist President and C.E.O. with program development.
- Ensure that all program activities are in accordance with agency vision and values and program policies and procedures through the establishment and utilization of a total quality management process.
- To help achieve the mission of the agency, School Based Program Specialist may have to assume additional tasks and responsibilities as assigned by the CEO or their designee.

### ***Position Requirements***

- Must possess a minimum of a Bachelor's degree
- Must be willing to work minimum 30-40 hours/week
- Must be willing to work evening and weekends as required
- Must be willing to work with diverse populations and in diverse areas
- Must be flexible to accommodate job responsibilities
- Must have viable transportation, valid drivers' license to meet job responsibilities
- Must have high level of organization
- Must have working knowledge of Microsoft Office

The candidate selected for this position must submit to and pass a background check and drug screen. Candidate must be passionate about working with children in a nonprofit setting.

Big Brothers/Big Sisters of South Central Ohio offers a competitive benefits package and compensation will be determined by experience.

All interested applicants should submit cover letter and resume to:

South Central Ohio Big Brother/Big Sisters  
Attn: Julie DeCamp, President and CEO  
173 West 2nd Street  
Chillicothe, OH 45601  
bbbssco@bright.net

Big Brothers/Big Sisters of South Central Ohio is an Equal Opportunity Employer.