Would you like to go home every day knowing your work made a difference? Through one-to-one mentoring, BBBS Lone Star is dedicated to ensuring every child reaches their full potential. Our program was built to ensure that all youth, regardless of background, have a plan after high school and the social capital to make it a reality. The BBBS program has a measurable impact on local youth - over 97% of mentees in the program enroll in higher education, are employed, or enlisted in the military upon graduation. As we look to expand our reach and broaden opportunities to more and more young people, we need an essential teammate to play a pivotal role in this process.

Program Generalist (Volunteer Interviewer & Mentorship Coach) located in Arlington, TX. This is a hybrid position (some work at home/some in the office/some in schools). The ideal candidate will reside in the northern Tarrant/southern Denton area to cover schools in that area. Salary: $35,570 per year.

Position Summary:
As a Program Generalist you will start your career at BBBS by learning how to conduct in-depth interviews with prospective volunteers for our mentoring programs. You will get to know the volunteers and provide comprehensive assessments based on each interview, ensuring child safety is at the forefront of all decisions. These assessments will then be used to make matching decisions. After becoming competent in this volunteer interviewing role, you will start to learn other roles over time such as child/family interviewing and match support. As a Match Support Specialist (Mentorship Coach), you will be the coach who guides both mentors and mentees as they learn to work together in the mentoring relationship. You will introduce the matches, speak to parents, mentors and mentees on a regular basis, complete match surveys and attend fun BBBS events hosted for matches. Throughout the process, you’ll support the matches logistically and emotionally, ensuring the right fit and monitoring key aspects to ensure safety and wellbeing.

Education, Experience, and Other Requirements:
- Bachelor’s degree required, preferably in a social or human science, such as social work, sociology or psychology
- At least one year experience in a social service field preferred
- Strong critical thinking and organizational skills
- Prior experience with intake and assessment of adults and/or children preferred
- Intermediate proficiency in Microsoft Word, Outlook and Excel, typing at least 45 words per minute, error free
- Must be willing and able to work with diverse populations.
- Flexibility and availability to work early evening weekday hours and occasional weekends, as well as travel in the assigned service area

Aside from supporting a great mission, you will enjoy great benefits including retirement (matched); medical, dental, vision and life insurance; HSA option; flexible spending account; education reimbursement, awesome time off, some flexibility in scheduling, and casual dress.

Please submit resume to programjobs@bbbstx.org and indicate "Program Generalist-Greater Tarrant (UTA)" in the subject line.

For more information on Big Brothers Big Sisters Lone Star, visit our website at https://bbbstx.org.