

Position: Match Introduction Meeting Facilitator – (20 – 25 hrs./week)



FLSA Classification: Non-Exempt

Reporting Relationship: Manager, Customer Service and Processing

ABOUT BIG BROTHERS BIG SISTERS OF METRO CHICAGO (BBBSMC):

BBBSMC'S Mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

BBBSMC'S Vision is that all youth achieve their full potential.

BBBSMC is an affiliate of the oldest, most respected mentoring organization in the US. BBBSMC is a professionally managed, mission driven, performance based organization providing high quality, safe and impactful 1:1 mentoring services to over 2,200 children/families across four counties in Metro Chicago: Cook, DuPage and Lake Counties in Illinois and NW Indiana.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBSMC makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of BBBSMC'S revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at www.BBBSCHGO.org.

Position Summary:

The Match Introduction Meeting Facilitator facilitates introduction meetings between volunteers, parents, and youth. This includes administrative duties such as sending calendar invites, preparing paperwork, and completing and uploading documentation. In addition, the facilitator will be responsible for reading assessments, conversing with Enrollment and Matching specialists, and debriefing with the Match Support Specialists after each introduction meeting. This position requires approximately 95% travel throughout BBBSMC service area in order to meet with matches as determined by the number of introduction meetings taking place each month. **Some of these meetings are being conducted virtually temporarily due to COVID-19 restrictions. These duties will primarily be performed in the evenings (4pm – 8pm) and on the weekends.**

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Responsibilities:

1. Promptly send calendar invites for introduction meetings immediately after being notified that it has been scheduled.
2. Read assessments, Transmission of Information notes (TOI) notes, and connect with Enrollment and Matching to discuss any potential issues about the pending match.
3. Prepare Match Introduction Meeting paperwork.
4. Confirm Match Introduction Meeting with all parties and answer any last minute questions.
5. Facilitate approximately 25 Match Introduction Meetings a month.
6. Collect grant paperwork and surveys at Match Introduction Meetings.
7. Complete Match Introduction Meeting documentation and upload paperwork to virtual content management system.
8. Debrief with Match Support Specialists after each introduction meeting.
9. Conduct weekend in-person match observation meetings.

Skills and Qualifications:

- A belief in the Mission and Vision of BBBS
- Bachelor's degree in social services, human services or related field required. ☐ Prior case management experience preferred.
- 1-2 Years of child development experience and/or experience working with children in a social services environment is required.
- Assessment and relational development experience with child and adult populations.
- Understanding of child development and family dynamics.
- Experience working in diverse populations is preferred.
- Excellent oral and written communication skills.
- **Bilingual (English/Spanish) required**
- Ability to work both in team and independently exercising good judgment, make sound decisions & problem solve.
- Ability to work with confidential information required.
- Must be an integral person with strong interpersonal skills
- **A strong commitment to quality and results**
- Strong computer skills - Proficiency in Microsoft Office and internet based applications
- **Must have reliable transportation and be willing to travel as necessitated by job responsibilities.**
- **Must be able to work evenings and weekends.**

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

If interested in applying, please forward your resume, cover letter and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago
Attn: Human Resources
560 W. Lake St., 5th Floor Chicago, IL 60661

BBBS is an Equal Employment Opportunity Employer



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