



Big Brothers Big Sisters of Rhode Island has an opening for a **Match Support Specialist** position. For more than 50 years, BBBSRI has been pairing children with adult mentors, creating lasting friendships and empowering each child to actualize their maximum potential.

The ideal candidate will have a Bachelor's degree in social work, human services, or related field. Experience working with diverse populations, both child and adult. Must have car, valid driver's license, and meet state required automobile insurance minimums. The primary function of this position is to ensure that volunteers and children are appropriately enrolled and matched according to BBBS standards and practices. Match Support is conducted to ensure child safety, positive impacts for youth, and satisfying relationships between children and volunteers and volunteers/parents with BBBS. Bi-lingual is a plus.

To be successful in this position, a candidate must have strong, demonstrated skills to:

- Attend match meetings. Accommodate volunteer and family schedules.
- Continually assess the match relationship focusing on: child safety, match relationship development, positive youth development and volunteer satisfaction. Real and/or potential problems and barriers are identified, addressed and resolved as early as possible. Match support is provided on a frequency according to BBBS Standards, at a minimum.
- Clearly document all match details, conversations, records, etc. in the agency database.
- Assess and provide for individual training needs, information and support needs for each match participant to assure a positive youth development experience for the child, and successful and satisfying experience for the volunteer.
- Ensure high-level expertise in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function.
- Develop strategic interventions to identify and strengthen match relationships that require extra support to continue to grow.
- Able to read, write, and speak Spanish is a plus, but not required.

Top candidate must possess this level of knowledge, skills, and experience:

- Develop, promote and implement individual and group match activities to support ongoing volunteer involvement with the child and agency.
- Conduct exit interview by phone with all parties at match closure. Assess reasons for match closure and re-match potential.
- Consult with other service delivery staff and/or supervisor as appropriate.
- Maintain accurate and timely records for each match according to standards and utilize technology to report, synthesize and analyze data
- Support Enrollment Specialists in execution of volunteer trainings as directed by Program Director.
- Conduct volunteer and client reassessments/updates as directed.
- Attend trainings, case presentations and conferences as required.

This position is full-time and offers a comprehensive benefits package.

Send resume and cover letter to: Mentoring@BigsRI.org

No phone calls, please.

1540 Pontiac Avenue; Cranston, RI 02920 Phone: (401) 921-2434 Fax: (401) 921-0767 Website: BigsRI.org