



## Match Advocate

Big Brothers Big Sisters Greater Fredericksburg (BBBS) is seeking an experienced part-time (25 hours week/afternoons) Match Advocate-Schools/Community.

BBBS has a mission to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Research confirms that reliable one-to-one adult mentors help children build resilience needed to navigate the challenges in their lives and reach their potential.

### A successful candidate will:

- Assist in recruiting volunteers and handle all aspects of enrollment and making matches
- Provide match support (regularly scheduled case management contact) for volunteer mentors, parents/guardians and children to ensure child safety, to develop and maintain constructive relationships.
- Utilize online database to accurately record all child and volunteer match details.
- Work with School Staff to coordinate Bigs In Schools programs.
- Collaborate with other staff members to achieve our mission.
- Assist in planning and facilitating match group activities.

### We are searching for individuals with:

- Bachelor's Degree and 1-3 years of experience in Human/Social Services, Education or related field
- A proven track record in supporting children and families in a case management role
- Experience in interviewing and assessment of children and adults
- Experience in checking references and conducting background checks
- Experience in making presentations and providing training
- Demonstrated professional customer service, relationship development, and problem solving skills
- Ability to relate to parents, volunteers, staff and children from various backgrounds
- Knowledge of child development and family dynamics
- Knowledge of social service resources available in the region
- Demonstrated knowledge of schools and education system
- Ability to present information concisely and efficiently
- Excellent oral and written communications skills
- Ability to work occasional nights and weekends
- Valid US driver's license, legally insured vehicle and ability and willingness to travel locally
- Proficiency in Microsoft Office – Word, Outlook, Excel, Power Point

Our service area includes the City of Fredericksburg, and the Counties of Stafford, Spotsylvania, King George and Caroline. If you have the knowledge and experience listed and would like to join us in enhancing the impact of our evidence-based mentoring program for youth, we encourage you to apply. Please submit your **cover letter** and **resume** via e-mail to Michelle Hedrich, Executive Director, [jobs@bbbsfred.org](mailto:jobs@bbbsfred.org) or by mail 325A Wallace St, Fredericksburg, VA 22401 or Fax 540-371-7445. **Deadline is March 22, 2021.** Salary is \$15 per hour. NO CALLS. **Big Brothers Big Sisters is an Equal Opportunity Employer.**