



Position Summary: This position supports the work of Big Brothers Big Sisters of the Capital Region, a leading nonprofit committed to creating one-to-one mentoring relationships that ignite the power and promise of youth. The Vice President of programs is expected to oversee development and implementation of all mentoring programs of the organization; develop partnerships to facilitate expansion of programs. Responsible for all aspects of the Service Delivery Model, Program Policy and Program Staff. Provide insight and guidance for development of all programs. Oversee & analyze outcome data and metrics. Experience in curriculum development & facilitation preferred.

Principle Supervisory Responsibilities:

- Interview and select staff for relevant positions, interns, special projects
- Train, supervise, evaluate and handle personnel matters in accordance with agency policy and procedures
- Facilitate direct service staff meetings to decide acceptance/rejection of volunteers/clients, approve match selections
- Facilitate performance evaluations for direct service staff
- Assign casework duties and responsibilities; provide individual supervision to direct reports
- Monitor all aspects of the Service Delivery Model and Performance Measures
- Facilitate activities of different departments to maximize effectiveness and productivity
- Assure development/implementation of in-service training
- Assure development of and facilitation of training programs for Volunteers, Parents and school staff
- Schedule and approve attendance at training outside the agency (within the approved budget)

Principle Administrative Responsibilities:

- Creation & facilitation of curriculum for all BBBS mentoring programs
- Ensure all program staff are functioning within all guidelines, policies, etc.
- Ensure outcomes-based fidelity to mentoring model
- Recruit & facilitate program committee
- Consult with those Committees and the President/CEO on policy recommendations and personnel issues
- Assist agency strategic planning process
- Prepare reports for CEO, including budget proposals, performance measures, strategic planning
- Contribute programmatic information for grant requests
- Facilitate Agency Self-Assessment, Quality Assurance requirements as outlines by BBBSA
- Oversee completion of Agency Outcomes Data Management
- Complete quarterly program progress reports and monthly statistics
- Monitor compliance with Agency Information Management System, project growth needs/plans accordingly
- Assist Executive Director in preparing agency budget

Principle Community Relationships/Partnerships Responsibilities:

- Understand and interpret the agency's services to the community
- Remain current with developments within the BBBSA movement, youth development, human resources and management
- Develop and maintain positive professional relationships with other service agencies
- Serve as liaison with other community mentoring, educational and youth service organizations/agencies
- Develop and maintain partnerships with Volunteer rich Corporations, entities
- Develop and maintain partnerships with school districts
- Assist in all volunteer recruitment efforts

Qualifications:

- Master's Degree Preferred. Bachelor's degree in Social services or human resources field required with 5+ years of supervisory of casework, management and program development
- Ability to develop and facilitate curriculum-based mentoring programs
- Strong leadership and management skills
- Possess superb organizational and time management abilities.
- Demonstrate an ability to work independently and as a self-starter in a team-oriented environment and work congenially with staff, Board members, donors, adult volunteers, youth, and others
- Demonstrate an ability to organize complex materials, manage more than one project at a time, and communicate comfortably in a professional setting.

- Must work with a high degree of flexibility, accuracy, and attention to detail in a fast-paced environment with numerous deadlines and pressures.
- Have professional maturity to respond to urgent matters and/or crisis situations, as needed.
- Ability to work effectively diverse groups of people from all social and economic segments of the community.

Company Overview

Big Brothers Big Sisters of the Capital Region has been the area's leader in establishing and supporting "one-to-one" mentoring relationships — or friendships — since 1981. The agency serves between 700 and 1,000 children annually throughout Dauphin, Cumberland, Lebanon, Lancaster & Perry Counties.

Interested candidates should submit cover letter & resume by January 15th