

## **School Mentoring Program Specialist**

Big Brothers Big Sisters of the Lehigh Valley

Full Time • Non-Exempt • Allentown, PA

Big Brothers Big Sisters of the Lehigh Valley (BBBSLV) creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. We're looking for a dynamic, youth-focused professional to lead after-school mentoring sessions and support key parts of our volunteer enrollment process.

### **What You'll Do**

#### Lead School Programming

- Facilitate structured activities, games, and group sessions for mentors and mentees in the school setting or at the BBBSLV Youth Mentoring Center
- Create a welcoming, safe, and engaging environment for youth
- Build positive relationships with students, volunteers, and families
- Oversee setup, supervision, and cleanup of daily programming

#### Support Enrollment & Child Safety

- Complete reference checks and background checks for prospective volunteers
- Conduct orientations with parents/guardians
- Maintain accurate documentation and uphold BBBS child safety standards

#### Collaborate & Communicate

- Work closely with program staff to ensure high-quality service delivery
- Support occasional Sports Buddies events (one weeknight + one weekend per month)

### **What We're Looking For**

- Bachelor's degree in social work, human services, education, psychology, or related field preferred
- Experience working with youth in after-school, camp, or school settings
- Strong communication and group-facilitation skills
- Organized, dependable, and able to manage multiple priorities
- Commitment to diversity, equity, and inclusion
- Reliable transportation and ability to pass background checks

### **Schedule**

- Full-time, 40 hours/week
- Two evening shifts required (11 am–7pm)
- Occasional evening/weekend events

### **Compensation & Benefits**

- \$18/hour
- Health, dental, and vision insurance
- 401(k) eligibility after 1 year
- 18 days PTO in first year + 11 paid holidays

**Apply Here!**



### **Why Join Us?**

You'll play a meaningful role in helping young people build confidence, develop new skills, and form life-changing relationships. If you're passionate about youth development and love leading engaging activities, this is a chance to make a real impact. **To Apply:** <https://bbbs.tfaforms.net/5003428>