



## **Site Based Program Specialist**

### **About Big Brothers Big Sisters**

Big Brothers Big Sisters (BBBS) is the oldest, largest, and most successful youth mentoring organization in the United States. Founded in 1968 and based in Hamilton, Ohio, the mission of BBBS of Butler County is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Each year, we serve hundreds of at-risk youth through our evidence-based mentoring programs.

### **Position Summary**

BBBS of Butler County seeks a talented Site Based Program Specialist who will be responsible for providing quality program planning and coordination, maintain relationships with partner schools, and provide match support to ensure child safety. This position will facilitate 4 Site Based programs weekly throughout the school year. This position is a 10 month position from August through May each year.

### **Primary Responsibilities**

Reporting to and working directly with the Director of Site Based Programs, the Site Based Program Specialist will:

- Facilitate 4 Site Based programs weekly throughout the school year
- Place children and volunteer mentors into one-to-one relationships that will assist the child in achieving positive outcomes. This includes contacting parent/guardians for approval and assessing children and volunteers to ensure their compatibility and ability to fulfill the guidelines of the Big Brothers Big Sisters model.
- Through scheduled in-person, telephone and electronic contact, ascertain that the elements of child safety, match relationship development, positive youth development and volunteer satisfaction are fulfilled and that potential problems and barriers are identified and addressed as early as possible. Promptly notify supervisor regarding concerns, which may negatively impact the match
- Develop strategic interventions to identify and strengthen match relationships that require extra support to continue to grow

- Establish, monitor and meet goals for match and customer satisfaction. Utilizing approved outcome measures and develop an annual match plan for each mentoring relationship. Regularly assess the impact the match is having on youth development.
- Assist in completion of all surveys required by clients, volunteers, and teachers
- Conduct exit interview with all parties at match closure. Assess reasons for match closure and re-match potential.
- Conduct site based Volunteer reassessments & client enrollment
- Implement a variety of activities for each program.
- Supervise program activities and participants on-site or virtually.
- Develop positive relationships with partner school staff members, teachers, and principals. Meet with each school at the beginning of the year and conduct positive stewardship activities throughout the year.
- Attend Agency Fundraising events
- Assist with a minimum of 3 recruitment and/or unmatched Little activities during your work year.

### **Qualifications**

Applicants **must** have graduated from a recognized college or university with a Bachelor's Degree in Social Work or a related field. Prior employment or internship/volunteer experience working with youth and/or volunteers is *strongly preferred*. Applicants must be legally able to work in the U.S.

Specific qualifications include:

- Dedication to the agency's mission and the importance of youth mentoring
- An understanding of customer relations as it relates to volunteer management.
- Ability to analyze behavior significance, formulate a plan of prevention and/or intervention, and write evaluative social histories, progress notes, and reports.
- Ability to operate laptops and comfort with database and Windows operating systems
- Ability to have effective classroom management skills in person or virtually.

### **Hours, Salary, and Location**

The Site Based Program Specialist position is full-time, 37.5 hours/week. This is a 10 month position from August through May each year. The salary range is \$27,000-\$38,000 depending on experience and qualifications. The position offers paid holidays, vacation time, and sick time. The position offers a flexible schedule, supportive supervision, and the option of working remotely or in the BBBS office in Hamilton, Ohio. The position requires access to a reliable internet connection when working remotely. This position does require you to be on site at programs 4 days a week when school is in session. The position also requires reliable transportation. Mileage is reimbursable.

All BBBS staff members are required to successfully complete a criminal background check.

**Application Instructions**

If interested, send a resume to Stephanie Ipp, Director of Site Based Programs, at [Stephanie.Ipp@bbbsbutler.org](mailto:Stephanie.Ipp@bbbsbutler.org). No phone calls please.

**Commitment to an Equitable Workplace**

Big Brothers Big Sisters of Butler County is committed to building and nurturing an inclusive, equitable workforce and culture that reflects the diversity of the community we serve. Applicants with diverse identities and experiences are encouraged to apply.