



Recruitment and Enrollment Coordinator Big Brothers Big Sisters of Utah

Position Title: Recruitment and Enrollment Coordinator
Position Classification: Non-Exempt
Salary Range: \$15.50 to \$17.00 per hour
Work Schedule: 40 hours per week as scheduled
Supervisor: Southern Utah Manager

JOB DESCRIPTION

Broad Functions:

Want to forge lasting work relationships for a shared cause instead of a profit-driven corporate environment? Come be part of Big Brothers Big Sisters of Utah, a network of passionate and diverse people united by a motivation and commitment to our mission: providing children who are facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better. Grow your career while making a difference and helping future generations.

Recruitment and Enrollment Coordinators are responsible for promoting positive youth development and improving children's lives by establishing mentoring relationships between volunteer mentors and children facing adversity. This includes working with program volunteers, families, and children to provide an overview of the program, sharing the benefits of participating followed by professional training, screening for child safety, and creating a strong sense of affiliation with BBBSU. This position is responsible for strategic recruitment of volunteers and children in Southern Utah. The Recruitment and Enrollment Coordinator will work closely with the Southern Utah team to recruit and process enrollment of children and volunteers.

Recruitment & Enrollment Responsibilities:

- Work with businesses and community partners to recruit volunteers and families for BBBSU mentoring programs
- Present to potential volunteer pools as opportunities arise
- Post fliers/posters at community information sites regularly
- Attend events and outreach opportunities in local community
- Ensure high-level child safety and consistently apply risk management knowledge by following Agency Policies and Procedures throughout all aspects of job function.
 - Be proactive to stay current on child safety best practices.
 - Diligently identify potential child safety concerns for volunteers, children, and families throughout the enrollment and matching process and follow appropriate notification procedures as necessary.

- Responsible for Program Enrollment and Matching according to the Service Delivery Model, including:
 - Volunteer and Child & Family Orientation
 - Participant Screening and Training
 - Interviews & Assessments
 - Match Recommendations and Introductions
- Provide high quality services and maintain accurate and timely records for all program participants to ensure measurable outcomes for children served.
- Know and follow BBBSU Program Standards and Policies.

Overall Responsibilities:

- Attend staff meetings and participate in agency-wide activities
- Help the Southern Utah team to increase awareness and funding for BBBSU
- Submit accurate and timely reports—time sheets, monthly work reports, etc.
- Represent Big Brothers Big Sisters of Utah to the public
- Maintain collaborative relationship with supervisor and program team

Qualifications:

- Bachelor’s Degree or equivalent experience
- Understanding of child development and family dynamics
- Computer skills—Word, Outlook and Excel, & Salesforce or ability to learn
- Ability to travel to homes and sites where BBBSU operates programs
- Excellent oral and written communication skills
- Relate well in multicultural environments, especially the Latino community
- Ability to speak and understand fluent Spanish and English preferred

Work Environment:

Routine office environment. Flexible work hours to meet customer needs and negotiated with supervisor. When home visits are indicated, must travel to local communities and neighborhoods.

Compensation, Perks & Benefits (Full-time 30 hours +)

- 15.50-\$17.00 / hour with opportunity for increase at 6 months based on performance
- Health benefits - Medical/Dental/Vision - available on the 1st day of the month after you start
- Paid time off – On average our staff earn/accrue more than \$4,000 annually from our paid time off benefits
- Two weeks paid vacation
- Paid holidays include - major government holidays AND 1 week between Christmas and New Years
- Mileage reimbursement for travel
- Work cell phone provided

Job Type: Full-time

Pay: \$15.50 - \$17.00 per hour

Please email your cover letter and resume to lauren.holman@bbbsu.org to apply.