



Job Description

Position Title:	Site-Based Program Coordinator (Southern Utah)
Position Classification:	Non-Exempt
Work Schedule:	20 hours per week (some evenings and weekends)
Supervisor:	Southern Utah Manager
Updated:	August 2021

Position Summary:

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 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.

The Site-Based Program Coordinator will work as part of the Southern Utah team to ensure quality mentoring support and academic opportunities for students enrolled in the BBBSU Site-Based mentoring programs. This position is responsible for implementing, overseeing, and reporting on the program to ensure child safety, high quality mentoring relationships, positive outcomes for youth, and a strong sense of affiliation with BBBSU. Additionally, this position will be responsible for establishing and maintaining effective partnerships with partnering school faculty and administration and community agencies (ex. United Way) to support the growth and quality of the program.

Service Delivery Responsibilities:

1. Facilitate high impact relationships between mentoring pairs by conducting orientations, enrollments, trainings; monitoring online and event participation; and proactively assisting relationships through regular individualized communication, support and advice.
2. Teach and facilitate weekly programs for mentees at participating schools
3. Implement curriculum with adjustments to individual group and student needs.
4. Track program participation
5. Coordinate and lead group events and adequate make-up opportunities to ensure regular match interaction with opportunities for positive relationship development
6. Coordinate the logistics involved in hosting successful group events/activities including the following: venue, transportation, registration, staffing, materials, refreshments and meals as appropriate.

Partnership Responsibilities:

1. Develop and manage relationships with program partners, school faculty and administration
2. Participate in school faculty and partnership meetings

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3. Coordinate student recruitment for program participation with classroom, after-school and school partners
4. Coordinate volunteer recruitment for program participation with United Way and other community volunteer groups and BBBSU Volunteer Coordinator
5. Consult and coordinate with other service delivery staff and or supervisor as appropriate while implementing the program.

Time Allocation Overview

1. Direct Program Services: 80%
2. Reflecting on Services & Connecting to Community: 15%
3. Other Projects: 5%

Key Performance Indicators

1. 90%+ of caseload contacted via Match Support and documented each month
2. Quality matches made and quality Match Support conducted – as measured by Match Length, Match Retention, Quality Assurance Reviews and Satisfaction Surveys

Primary Qualifications and Skills

1. Must have a strong belief and commitment to the BBBSU mission, and a sincere and deep commitment to the fundamental belief that every child deserves a post-secondary education or training.
2. Bachelors (minimum) or equivalent experience, plus 1-3 years professional experience in a teaching setting or social services field
3. Knowledge and skill base in Youth Development.
4. Excellent customer service, multicultural competence, and both written and verbal communication skills, including ability to listen and pick up on non-verbal cues, including tone, to enhance interpersonal communication and understanding.
5. Ability to collect meaningful data and draw solid conclusions.
6. Ability to effectively collaborate with co-workers and teams.
7. Knowledge and ability to work agilely in several types of computers systems including Microsoft suites, and other web-based and databases.
8. Ability to communicate in Spanish is preferred

Additional Requirements

1. Must have transportation and meet state required automobile insurance minimums.
2. Travel as needed to visit clients in homes, host programs at schools and participate in community meetings and events.
3. Routine office environment, currently working from home and sites/schools, during pandemic. Flexible work hours to meet customer needs.

Compensation

Job Type: Part-time

Salary: \$15.50 to \$17.00 /hour

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

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