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**JOB DESCRIPTION**

**Position Title:** Site Based Program Coordinator (Davis and Salt Lake Counties)

**Position Classification:** Non-Exempt

**Work Schedule:** Full-time or Part-time-, 20- 40 hours per week (must be available weekday afternoons between 2-5 PM). Evening work 1-2 days per week until 7:00 PM

**Supervisor:** Site Based Team Lead

**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.

Site Based Program Coordinators are responsible for promoting positive youth development and improving children’s lives by *establishing and supporting* positive mentoring relationships at BBBSU program sites between volunteer mentors and children in need of an additional positive role model. This includes providing professional support to program volunteers, families, and children through professional training, screening and monitoring for child safety, coaching toward positive youth development, and creating a strong sense of affiliation with BBBSU. Additionally this position includes strategic child and volunteer recruitment for Site Based Programs along the Wasatch Front. As part of the Site Based Mentoring Team, Program Coordinators will work under the supervision of the Site Based Team Lead to ensure high quality support to all Site Based Program partners and participants.

**Race, Equity, Diversity, & Inclusion Statement and Work**:

Inclusion is a core value at BBBSU and we strive to lead with our values. Nationally, Big Brothers Big Sisters is the largest JEDI-focused youth development organization in the U.S. We are committed to igniting potential in the kids we serve and know that the unique contributions of a diverse team are key to achieving our mission. We welcome the unique contributions you can bring in terms of your education, opinions, culture, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, age, languages spoken, veteran status, color, religion, disability, genetic information.

**Service Delivery Responsibilities**

1. Ensure high-level child safety and consistently apply risk management knowledge by following agency policies and procedures throughout all aspects of job function.
   1. Stay current on child safety best practices and BBBSU program policies & standards
   2. Identify potential child safety issues for volunteers, children and their families.
   3. Maintain accurate and timely records for all program participants
2. Responsible for program implementation according to the BBBS Service Delivery Model, including:
   1. Provide orientation and training for volunteers and children.
   2. Interview participants and complete all enrollment and screening processes.
   3. Provide timely and comprehensive recommendations for participation in the program based upon assessments of each participant. Immediately bring to the attention of supervisor concerns which may influence the participant enrollment process.
   4. Mentor and child introductions, focusing on the strengths of each participant.
   5. Continually assess program participants through conversations and surveys with a focus on child safety, match relationship development, positive youth development, volunteer satisfaction, and agency affiliation.
3. Monitor and support each program site and maintain professional relationships with participants and partners.

**Other Responsibilities**

1. Be a consistent and positive representative of Big Brothers Big Sisters of Utah to the public.
2. Consult and collaborate with other service delivery staff and/or supervisor as appropriate. Participate in monthly staff, team, and supervision meetings. Help Site Based Team with assigned projects.
3. Participate in BBBSU fundraising activities as assigned and share partner and narrative information with development and/or marketing staff regularly.
4. Participate in and help to plan BBBSU Program Events

**Primary Qualifications**

1. Must have a strong belief and commitment to the BBBSU mission.
2. Bachelor’s Degree in youth development or related field.
3. Excellent oral and written communication skills reflecting solid customer service and multicultural competence in-person, by telephone and email.
   1. Ability to listen and pick up on non-verbal cues, including tone, to enhance interpersonal communication and understanding.
   2. Ability to collect meaningful data and draw solid conclusions.
4. Ability to form and sustain appropriate child, adult volunteer-based relationships, based on positive youth development and volunteer satisfaction.
5. Ability to effectively collaborate with co-workers and teams.

**Additional Requirements**

1. Must have transportation and meet state required automobile insurance minimums to travel as needed to visit program sites along the Wasatch Front.
2. Bi-lingual in English and Spanish Preferred.
3. Computer skills—Word, Outlook and Excel and ability to learn agency database (AIM).

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

* $16-$17.50 / 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

1/2022