



## JOB DESCRIPTION

**Position Title:** Satellite Manager

**Position Classification:** Exempt

**Work Schedule:** 40 hours per week - on average one evening or weekend per week

**Supervisor:** Chief Operating Officer

**Updated:** July 2022

### **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 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.

The Summit and Wasatch Satellite Manager will work to grow Big Brothers Big Sisters of Utah's presence in Summit and Wasatch Counties, identifying and utilizing local resources to ensure high-quality mentoring for more local kids, and public awareness and support of the mission within the local community. Responsibilities also include implementing, overseeing, and reporting on the programs of Big Brothers Big Sisters in the satellite office, including supervision of local program staff to ensure that all goals for the Summit and Wasatch area are being met, and Big Brothers Big Sisters standards are maintained.

### *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, options, culture, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, age, languages spoken, veteran status, color, religion, disability, genetic information.

### **Fund Development and Community Awareness Responsibilities (40%):**

- Create and maintain a high level of involvement in Summit and Wasatch Counties to build awareness of BBBSU mission and maintain/establish partnerships to support volunteer and financial needs (e.g. Chambers of Commerce, community councils, city council, back to school nights etc.)
- In collaboration with CEO & COO, build and lead Park City Advisory Board
- Lead regional fund development activities, including Bowl for Kids' Sake and Live PC Hive PC in collaboration with BBBSU Fund Development staff and Park City Advisory Board
- Represent BBBSU on community councils as needed

### **Service Delivery Responsibilities (60%):**

- Ensure high-level proficiency in applying youth protection knowledge, policies and procedures throughout all aspects of satellite programming.
- Lead the satellite office staff in providing high quality mentoring programs in adherence with the BBBSA Standards of Practice, BBBS Service Delivery Model, and BBBSU policies. With attention to the following:
  - Accurate, thorough, and timely documentation for all participant records.
  - Outreach and volunteer recruitment suitable for the communities served
  - Oversight to local match activities, providing ongoing opportunities for group interaction and agency affiliation
  - Monitoring and sharing program metrics; identifying and eliminating barriers toward goals.
- 25-40% of time will be spent in direct program work (Enrollment and/or Match Support)

### **KEY PERFORMANCE INDICATORS**

- Number of youths served each year in Summit and Wasatch Counties (currently around 125)
- Funds raised in local fundraising efforts including Bowl for Kids' Sake and Live PC Give PC
- Outreach and effectiveness measures including Inquiries, and Time and % to Match
- Quality measures for programs including Average Match Length, 12-Month Retention Rate

### **Preferred Qualifications and Skills:**

- Minimum: Bachelor degree in social services, human resources or related field. Master Degree and or 3 + years progressive leadership experience preferred.
- Experience supervising and collaborating with staff and/or volunteers.
- Experience working with both child and adult populations; specific assessment, intake or interview experience reflecting solid customer service and high-level interviewing skills preferred.
- Proficiency in Microsoft OFFICE; including Word, Outlook, and Excel.
- Must have transportation, and meet state required automobile insurance minimums, to travel to communities for services.
- Excellent oral and written communication skills in both English (and Spanish preferred)
- Relate well in multicultural environments.
- Maintain confidentiality throughout daily operations.
- Use time effectively; and focus on details.
- Ability to collect meaningful data and draw solid conclusions.

### **Compensation, Perks & Benefits:**

- **\$52,000 - \$63,000 DOE**
- Health Benefits - Medical/Dental/Vision - available on the 1st day of the month after you start.
- Paid Time Off –
  - i. 8 Days Paid Vacation in years 1 and 2, increasing regularly thereafter
  - ii. Quarterly Paid Personal Days
  - iii. 24 Paid volunteer hours (youth serving non-profits / BBBSU partners)
  - iv. Paid Holidays include – major government holidays AND 1 week between December 25<sup>th</sup> and January 1<sup>st</sup>
- Mileage Reimbursement for Travel

To apply please send resume and cover letter to [Jill.Sundstrom@bbbsu.org](mailto:Jill.Sundstrom@bbbsu.org)

7/6/2022