



### **Job description**

**Position Title:** Recruitment and Enrollment Coordinator Weber & Davis Counties

**Position Classification:** Non-Exempt

**Salary:** \$20.00 - \$21.00 per hour

**Work Schedule:** 40 hours per week – with some evening and weekend work.

**Supervisor:** Enrollment Team Lead

### **Position Summary**

We are growing! Due to expanding our services we are adding a recruitment and enrollment coordinator position to our organization. This position is 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 Weber and Davis Counties. The Recruitment and Enrollment Coordinator will work closely with the State Office Team to recruit and process enrollment of children and volunteers.

### **Recruitment & Enrollment Responsibilities:**

- Work with Universities, schools, 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:
  1. Volunteer and Child & Family Orientation
  2. Participant Screening and Training
  3. Interviews & Assessments
  4. 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:**

- Participate in staff meetings and participate in agency-wide match and outreach activities
- Help the 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

**Preferred 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
- Conversational Spanish and English preferred

**Additional Requirements**

- Driver's License
- Must have transportation and meet state required automobile insurance minimums to travel as needed to visit clients in homes along the Wasatch Front
- Routine office environment. Flexible work hours to meet customer needs
- Bi-lingual in English and Spanish

**Compensation & Benefits:**

- \$20 - \$21 per hour DOE
- Employees working at least 30 hours per week are eligible for:
- Medical/Dental/Vision/Wellness coverage available on the first day of the month following your start date
- 22 Days of PTO + 8 Paid Holidays + 3 Paid Volunteer Days which includes, Vacation, Sick, Personal days, AND the week between the December Holidays (12/26 – 12/30). \* *Time off is pro-rated based on start date*

This position is eligible for Hybrid work if you meet/exceed and maintain performance standards.

*Big Brothers Big Sisters is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, gender, gender identity and/or expression, genetic information, veteran status, disability, citizenship status, marital status, pregnancy, or any other characteristic protected by federal, state, or local employment discrimination laws where BBBSU does business.*

Work Location: Hybrid remote in Ogden, UT 84404

To apply, email [HR@bbbsu.org](mailto:HR@bbbsu.org)