



Big Sky Program Specialist Job Description

Time Position: 10 hours per week (10 month contract)
Salary Range: \$15.00 - 17.00 per hour
Benefits: Vacation, holiday, and sick leave will be prorated

Overview

1. This position is key to co-managing the implementation of our programs in Big Sky.
2. This requires a high-level of customer service and organization, focusing on youth safety and youth and volunteer needs throughout the program (including enrollment and match).
3. This position co-manages a portion of the enrollment, early match process, and match facilitation and support to ensure child safety, positive impacts for youth, and constructive and satisfying relationships between youth and volunteers.
4. This role is also key in creating a strong sense of affiliation with BBBS on the part of program participants.

Administration

1. Maintain accurate and timely records of all files required by the agency, BBBS of America, and funding sources.
2. Ensure records are in the agency management platform, Matchforce.
3. Work within the approved operating budget.
4. Represent the agency in an appropriate manner at all times. Provide knowledgeable oral and written responses to public inquiries regarding the BBBS Program.
5. Promote the Big Brothers Big Sisters (BBBS) program to the school and other organizations.

Program Duties

1. Follow BBBS Standards and Service Delivery Model for all program steps.
2. Co-facilitate Big & Little recruitment in school-based program.
3. Manage enrollment for a portion of Bigs & Littles, including interviews, and ensure all paperwork is collected in an accurate, timely manner.
4. Co-facilitate matching process, supervision, and closure for a portion of participants.
5. Manage a portion of match support contacts and ensure they are completed on time and documented according to BBBS Standards.
6. Prepare & facilitate training for Bigs & Littles in collaboration with Big Sky Program Coordinator.
7. Co-coordinate & oversee program activities in Big Sky, ensuring child safety at all times.

8. Ensure that any problems and/or questions from youth (Bigs & Littles) parents, teachers, & school administration are promptly and courteously resolved.
9. Support Volunteer Recognition for Bigs (for example, "Big of the Year").
10. Support continual contact with school administration.
11. Work in close coordination with the Big Sky Program Coordinator and collaborate with other BBBS team members to coordinate efforts as needed.
12. Other as assigned.

Schedule

The Big Sky Program Program Specialist will need to be available to support the program matches, which are currently meeting at the school on Wednesdays.

Supervision

The Big Sky Program Program Specialist will be responsible to the agency's Chief Operating Officer who will evaluate the Program Specialist's performance.

Education and Experience

Required: Bachelor's degree from an accredited college or university (social services, education, human resources, or related field preferred, or at least one year experience with social service organizations)

Preferred: Understanding of child development and family dynamics, assessment, and relationship development experience. Understanding of Big Sky community resources.

Knowledge, Skills, and Abilities

Must demonstrate good written, verbal, organizational, and time-management skills. Proficient in Microsoft Office; including Word, Outlook, and Excel. Must possess a positive attitude toward self and others and have the ability to work independently, work under stress, and deal with people in a variety of situations. Awareness of resources available in the community is also helpful.

To Apply

Please send a cover letter and resume to Katie (katie@bbbs-bigskycountry.org).

Prior to hire, the applicant will also have to provide at least three references (including references from any youth-serving organization worked or volunteered at in the last five years) and will have to pass a multi-layered background check.

Equal Employment Opportunity

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.