



# Job Available – Working with Youth



Job Title: My Brother's Keeper Mentoring Outreach Specialist with One-to-One Big Brothers Big Sisters of The Ithaca Youth Bureau

Required Hours: 10 hours per week.

Flexible schedule with some required weekend events

Compensation: \$15.11/hr

Job Duration: Jan. 2018-June 2018. Potential to continue in 2018-2019 school year.

Job Duties:

The main tasks of the MBK Mentoring Outreach Specialist are as follows:

- 1) Conduct outreach and engage with the local community and college campuses to recruit volunteer mentors of color
- 2) Conduct outreach and engage with community organizations and families to recruit children of color for participation in the program
- 3) Engage in ongoing communication with the local community and college campuses in order to form, strengthen and maintain partnerships
- 4) Participate in, and occasionally organize and facilitate, community events and programming as a representative of MBK and The IYB.

Other Tasks:

- Attend BBBS staff meetings, training workshops and events
- Maintain records associated with outreach and youth activities
- Support other BBBS staff as needed

Required Qualifications:

- Experience working with youth, interest in one-to-one mentoring, and willingness to participate in positive youth development training.
- Outgoing, friendly personality and willingness to reach out to community members, local and campus groups in-person, via phone, and e-mail.
- Ability to successfully work with and serve a diverse local community
- Ability to follow oral and written instructions, and keep detailed records
- Ability to work with a team to create new and innovative outreach strategies
- Ability to manage time and work independently on a flexible schedule
- Must submit to a criminal background and motor vehicle records check
- Must have own cell phone for use in outreach activities and off-site youth activities
- Working knowledge of community and campus networks and resources

To Apply: 1) Send an email with resume attached to Joe Gibson at: [jgibson@cityofithaca.org](mailto:jgibson@cityofithaca.org)  
2) Complete at City of Ithaca "part-time/seasonal" application form, available at the Ithaca Youth Bureau, or online at:

[www.cityofithaca.org/288/Seasonal-Employment](http://www.cityofithaca.org/288/Seasonal-Employment)

**\*\*Application email must be received no later than Friday, December 1<sup>st</sup>, 2017**