



Job Available – Big Brothers Big Sisters

Job Title: Community Outreach Specialist

Program Description: Big Brothers Big Sisters matches children in the community with caring, adult mentors. We recruit and support these mentors, along with the families they work with. We also run weekend, group programs for youth.

Required Hours: 20 hours per week.
Flexible weekday hours. Saturdays required.

Compensation: \$16.00/hr

Job Duration: September 2019-June 2020. Potential to continue depending on funding levels.

Job Duties:

- 1) Conduct outreach and engage with the local community and college campuses to recruit volunteer mentors.
- 2) Engage in ongoing communication with the local community and college campuses in order to form, strengthen and maintain partnerships.
- 3) Plan and facilitate our weekend youth programming at the North Side Community Center and Ujaama Residential College.

Other Tasks:

- Weekly meetings with a supervisor and other BBBS staff.
- Maintaining records associated with outreach work and youth activities.

Required Qualifications:

- Experience working with youth and interest in one to one mentoring.
- 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 to keep detailed records.
- 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
- Must be able to transport self to Ithaca Youth Bureau and campus locations
- Must be able to commit to the full 20 hours per week

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

www.cityofithaca.org/288/Seasonal-Employment

**Application email must be received no later than Friday, September 6th.

