



JOB OPENING:

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

18 hours per week.
Flexible weekday hours.
Saturdays required.

JOB DURATION

Feb. 3, '20-May 22, '20 (16 weeks)
Aug. 24, '20-Dec. 11, '20 (16 weeks)
Potential to continue beyond 2020 depending on funding.

COMPENSATION

\$16.00 per hour

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

JOB DUTIES:

- Conduct outreach with the local community and campus groups in order to recruit mentors and strengthen partnerships.
- Plan and facilitate our weekend youth programming at the Northside Community Center.
- Attend weekly staff and supervisory meetings
- Maintain records associated with outreach work and weekend youth activities.

REQUIRED QUALIFICATIONS:

- Experience working with youth and interest in mentoring.
- Outgoing, friendly personality and willingness to reach out to community members in-person, via phone, and through e-mail.
- Ability to successfully work with, and serve, a diverse local community.
- Ability to manage time independently and keep records of tasks accomplished.
- Working knowledge of community and campus networks and resources.
- 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.
- Must have reliable transportation in order to conduct outreach activities throughout Ithaca and to attend staff meetings at the Ithaca Youth Bureau.
- Must be able to work a full 15-18 hours each week.

***APPLICATION EMAIL MUST BE RECEIVED NO LATER THAN JAN. 20TH 2020**