

## EMPLOYMENT OPPORTUNITY

WITH



## BIG BROTHERS BIG SISTERS OF THE ITHACA YOUTH BUREAU



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Big Brothers Big Sisters is a nationwide mentoring network devoted to matching youth in professionally supported, one-to-one friendships with safe, positive, adult mentors. In Ithaca, Big Brothers Big Sisters is part of the Ithaca Youth Bureau, a well-known, community resource for families that provides enriching experiences for youth throughout Tompkins County. Big Brothers Big Sisters has been part of Ithaca's "My Brother's Keeper" mentoring initiative, and is devoted to matching youth and mentors of color. The Ithaca Youth Bureau is a workplace devoted to diversity and inclusion for all staff and participants.

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### Description of the Position:

Big Brothers Big Sisters (BBBS) is hiring a part-time/temporary "Volunteer Mentor Recruiter". This position is responsible for the recruitment of volunteer mentors (Bigs) during our 2023 mentor recruitment campaign. All mentors are needed, but we are especially seeking local residents, people of color, male-identified Bigs, or Bigs who are willing to drive to mentor rural youth. Post-pandemic, fewer potential volunteers are following through. We need a creative and motivated person who works independently, and also as part of our dynamic team, to develop and implement effective strategies.

### Job Duties:

- Reaching out through a variety of communication methods to a diverse group of volunteer sources
- Participation in recruitment planning, presentations, in-person meetings and events
- Detailed note taking/documentation of all recruitment efforts and their results
- Weekly meetings with a supervisor to assess progress and brainstorm future efforts
- An orientation to the missions of Big Brothers Big Sisters and The Ithaca Youth Bureau
- Building connections with community, civic and campus groups on behalf of Big Brothers Big Sisters

### Required Qualifications:

- Must be available to work from August 1<sup>st</sup> through the end of 2023
- Outgoing personality and willingness to call, meet, speak and present to groups and potential Bigs
- Ability to keep an organized schedule and take detailed notes regarding recruitment efforts
- Must be able to utilize personal phone/device for calls, texts, and emails with potential Bigs
- All applicants must agree to a background check and to provide references

Hours: 10-12 hours per week, schedule can be flexible

Salary: \$19/hr

How to apply: Email Joe Gibson at [jgibson@cityofithaca.org](mailto:jgibson@cityofithaca.org) no later than July 10<sup>th</sup>, 2023.

In your email, please provide a copy of your resume, a brief description of why you are interested in the position, and any questions you may have.

**We would love to have you on our team! We hope to hear from you soon!**