

Big Brothers Big Sisters
1802 Black Lake Blvd SW #102
Olympia, WA 98512
Website: www.swwabigs.org

Vehicle Required: Yes
Bus Service: On Bus Route
Min. from downtown Oly: 10
Auto Insurance Required: Yes

Contact Person: Amanda Froemsdorf, Program Manager
Email: amanda@swwabigs.org
Phone: 360-943-0409 ext. 103

Site Supervisor: Stephanie Day, School and Site Based Coordinator
Email: stephanie@swwabigs.org
Phone: 360-943-0409 ext. 107

Title: SCHOOL AND SITE BASED MENTORING ASSISTANT

Hours of Service: 9:00am – 5:00pm, Monday through Friday, with occasional evening and weekend hours

Service Description: The AmeriCorps member will work closely with the Big Brothers Big Sisters School and Site Based Coordinator to recruit, interview, screen, and train Bigs. After the Little has been matched with their Big, the Mentoring Assistant will carry a case load at multiple schools or sites. Responsibilities also include creating programs for matches that are designed to help children be academically and socially successful, as well as strengthen families.

Site Description: Big Brothers Big Sisters of Southwest Washington is a non-profit organization modeled after the national BBBS agency, whose mission is to provide a dependable mentor for every at-risk child in Thurston, Mason and Lewis counties. The school and site based program in North Thurston County works with a variety of community partners, including schools in the North Thurston and Tumwater School Districts and local Boys and Girls Clubs, to provide high school aged "Bigs" for elementary school aged "Littles."

Major Responsibilities and Related Tasks:

- Conduct interviews and enrollment of both Bigs and Littles, including written assessments and recommendations of each individual.
- Recruit new volunteers from local high schools to maintain current services.
- Work cooperatively and communicate regularly with the site supervisor and BBBS staff to meet the program goals.
- Assist in arranging and facilitating "match meetings" for Bigs and Littles.
- Participate in the case management of matches at multiple schools or sites.
- Develop or assist in developing and implementing activities and services such as homework help, tutoring, cultural programs, crafts, recreational activities, and parent focused programs for matches and their families.
- Assist the agency with organizing and hosting fundraisers and special events (limit 10% of the time).