

Big Brothers Big Sisters of Southwest Washington

1802 Black Lake Blvd SW #102

Olympia, WA 98512

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Website: <http://www.swwabigs.org>

Contact Person: Amanda Froemsdorf, Program Manager

amanda@swwabigs.org, 360-943-0409 ext. 103

Site Supervisor: Stephanie Day, School and Site Based Coord.

stephanie@swwabigs.org, 360-943-0409 ext. 107

Vehicle Required: Yes

Min. from downtown Olympia: 10

Bus Service: On Bus Route

Auto Insurance Required: Yes

Title: SCHOOL AND SITE BASED MENTORING ASSISTANT (Olympia Location)

Hours of Service: 9:00am – 5:30pm, 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 through face to face meetings and contact.

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, businesses, and community organizations 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).

Qualifications:

- Some college with a focus in education, psychology, sociology or related field is preferred, but not required.
- Able to pass a criminal background check.