

## AMERICORPS POSITION DESCRIPTION

Big Brothers Big Sisters of  
Southwest Washington  
1802 Black Lake Blvd. SW #102  
Olympia, WA 98512  
(360) 943-0409

www.swwabigs.org

Contact Person: Jill Kawulok

jill@swwabigs.org

Site Supervisor: Susan Kirn

susan@swwabigs.org

**Serves Vulnerable Population:** Yes  
**Background Check(s) Required:** Yes  
**Driver's License Required:** Yes  
**Vehicle Required:** Yes  
**Auto Insurance Required:** Yes

**On bus route:** Yes

**Minutes from downtown Olympia:** 5

**TITLE:** Community-Based and Site-Based Mentoring Case Manager

**HOURS OF SERVICE:** 10:00 a.m. to 6:30 p.m., M – F, with occasional evening and weekend hours TBD

**POSITION DESCRIPTION:** The AmeriCorps member will work closely with the Big Brothers Big Sisters Program Director to recruit, interview, screen, train and support mentors (Bigs) and mentees (Littles). The Mentoring Case Manager will carry a case load of mentor matches for both our community-based and site-based mentoring programs in Thurston County. Responsibilities also include creating and support for mentor 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, Lewis, Grays Harbor and Pacific Counties. The Community-Based and Site-Based Mentoring Programs in Thurston County works with a variety of community partners, including the Tumwater, Olympia and North Thurston School Districts, the Boys and Girls Clubs of Thurston County, and local community organizations and colleges to match and provide case management and support to the “Bigs” and “Littles” in their assigned match caseload.

### 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 and expand current services.
- Work cooperatively and communicate regularly with BBBS staff to meet program goals.
- Arrange and facilitate “match introduction meetings” for new for mentor matches. Provide on-site supervision of mentor matches in our site-based mentoring program.
- Participate in the case management of matches in both our community-based and site-based mentoring programs.
- Develop or assist in developing and implementing activities and services such as homework help, cultural programs, crafts, recreational activities, HARK outdoor education activities, and parent focused programs for matches and their families

### REQUIRED QUALIFICATIONS:

- College degree with a focus in education, psychology, sociology or related field.
- Able to pass a criminal background check.

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.