



POSITION TITLE: Program Assistant - High School Bigs Program
WORK SCHEDULE: Up to 20 hours, must be available M-F 1:00pm-6:00pm
COUNTY: Tulare County
OFFICE LOCATION: Visalia, CA
SUPERVISORS: Program Manager/ Program Coordinator
SALARY: \$16.50/ hourly
TYPE: Regular, Part-time

Agency Overview:

For more than 50 years, Big Brothers Big Sisters (BBBS) of Central California has operated under the belief that inherent in every child is the ability to succeed and thrive in life. BBBS makes meaningful, professionally supported matches between volunteers (Bigs) and youth (Littles), ages 6 through 18. We develop positive relationships that have a direct and lasting effect on the lives of young people.

Program Overview:

The High School Bigs Program is a 1:1 youth mentoring program, where a specially selected high school student (volunteer) is matched with an elementary school student (clients) to form a positive mentoring relationship (match). Matches meet weekly after school for 90 minutes at a designated school site, with agency staff supervision.

Minimum Qualifications:

High School Diploma. Must have a vehicle, valid driver's license, and meet state required automobile insurance minimum. Excellent oral and written communication skills reflecting solid customer service both in-person and telephone. Relate well in multicultural environments. Maintain confidentiality throughout daily operations. Possess ability to form and sustain appropriate child and volunteer relationships based on positive youth development and volunteer satisfaction. Effectively collaborate with other team members. Use time effectively and focus on details.

Highly Desirable Qualifications:

Bilingual in English and Spanish. Experience in Microsoft Office: including Word, PowerPoint, and Excel. Effectively assess and execute the following relational support skills: guiding, supporting, redirecting, advising and/or negotiating. Possess the ability to collect meaningful data and draw solid conclusions.

Position Summary:

Matches are supervised during match meetings by the Program Coordinator and Program Assistant. The successful candidate will assist in facilitating the weekly afterschool site-based program, recruitment, screening and enrolling volunteers, screening, enrolling youth, and inputting data. In addition, this candidate will assist with weekly activities and

track attendance. The candidate will assist in creating an overall assessment of both the child and volunteer. The successful candidate will display high-level proficiency in applying child safety and risk management knowledge, policies, and procedures throughout all aspects of job function, and other duties as assigned.

Work Environment

Routine office environment with afternoons at a designated school site. Flexible work hours to meet the needs of the agency, with hours likely to be in the afternoons. Occasional Saturdays. Fast-paced work environment. Must be able to lift 50 lbs. Must travel to local communities and school sites.

Compensation:

Compensation per hour will be based on experience. Mileage for work-related business trips will be compensated at the current federal rate. Cell phone stipend for use of personal phone to conduct business calls, texts, and emails. Generous amount of paid time off accrued. Life insurance is provided after the probationary period.

**Email cover letter and resume to info@bigs.org
Subject matter: PA High School Bigs – Tulare County**