



YAVAPAI BIG BROTHERS BIG SISTERS
Outreach and Activity Coordinator
300 Hour Position
Approximately 30-35 hours/week
Service Location: Prescott, AZ
Service Dates: late-May 2017 - August 31, 2017



CONTACT: 928-848-7869 or americorps@arizonaserve.org

I. ORGANIZATIONAL PURPOSE AND BACKGROUND

Yavapai Big Brothers Big Sisters (YBBBS) is a nationally recognized leading member of Big Brothers Big Sisters of America, long acknowledged as the premier one-to-one youth mentoring organization. In the years following, the agency has expanded geographically to serve Yavapai County and grown its capacity to attract, screen and match qualified adult mentors with school aged boys and girls in need of encouragement, guidance and support. Today, YBBBS serves nearly 20% of Yavapai County's at-risk youth – more than five times the national average. Very importantly, the agency accomplishes this high volume of service while exceeding the prescribed program standards of the national organization.

The AmeriCorps Member will enhance the work the YBBBS does to provide high quality mentoring services to all our children. The AmeriCorps member will develop new and enhance existing community partnerships that will enable YBBBS to conduct outreach for child referrals as well as create and plan activities/events for our Bigs, Littles, and families.

II. PROJECT FOCUS AREAS AND ACTIVITIES

- A. Program Knowledge:** The AmeriCorps member will ensure complete knowledge of Program Manual, especially regarding Child Inquiry and Child Enrollment, and take online trainings and shadow Program Staff for introduction to child referral, inquiry, enrollment and matching processes. The member will learn to use AIM (computerized database) system for all required documentation and work with YBBBS Marketing, Recruitment and Program staff to obtain knowledge of and help develop strategies for child outreach. The member will participate in planning/development/committee work for child outreach via school districts, juvenile justice, other youth-serving organizations, etc.
- B. Outreach:** The AmeriCorps member will develop a schedule with community partners to conduct outreach for child referrals and conduct presentations to educate partners on child referral, enrollment and matching. The member will secure child referrals on an ongoing basis, maintaining existing partner relationships and seeking new ones throughout the community. The member will work closely with Program Staff to coordinate enrollment of children referred for services and ensure consistent communication regarding progress toward matching with all referring parties.

- C. Business and Community Partnerships:** The member will contact new businesses and community organizations to establish relationships, and ensure existing relationships are maintained, and keep a detailed list of new relationships made throughout the year and what resulted from the partnership. The member will set up a calendar of meetings and list of proposed free/low cost activities. The member will review previous year's activities/events for matches and waiting Littles. Work with Program Staff to determine which events will reoccur, and what improvements, changes, additions are needed, etc.
- D. Events:** The AmeriCorps member will pursue community connections to offer a variety of events, plan the activities, organizing all details and advertising, and work with Program Staff to promote all events. The member will encourage waiting Littles/families and Bigs to attend agency/community activities and develop RSVP spreadsheets and confirm participation. The member will lead the activities, coordinating all client and staff participation, and ensure events run smoothly, and feedback and appreciation are provided to community/business sponsors. The member will work with the Big Leagues to organize several "Big for a Day" events.
- E. Sustainability:** The AmeriCorps member will review and update resource information and seek additional free and reduced cost experiences for matches, compile all work completed, and evaluate successes and opportunities to expand on the work of the AmeriCorps Member after their term is over, ensuring all parties working with the Member are notified of end of term.

III. Requirements and Benefits

A. Education, Skills and Abilities

Minimum qualifications:

- Minimum of 21 years old, no upper age limit, older applicants are encouraged to apply
- Some College
- Work well under deadlines and as a member of a team
- Comfortable working with adults and children with a wide range of issues, ethnicities, cultures, and economic status
- Have solid computer skills; knowledge of graphic design would be beneficial
- Time management skills, detail-oriented, and problem solving abilities
- Can consistently suspend both cynicism and judgment
- Enjoy talking to (and meeting with) new people
- Good public speaking skills
- Able to develop partnerships and promote/publicize project ideas
- Professionally guide, monitor and support children and volunteers – good listening skills
- Flexibility – able to work evenings/weekends
- Good writing skills
- Proficient with Microsoft Office software (e.g., Word, Excel, PowerPoint, etc.)
- Requires weekend work and occasional evenings
- Consistent and reliable access to a vehicle required

AmeriCorps State Member Benefits (Summer Associate)

- AmeriCorps State Summer members receive a \$2,000 living allowance during their term of service (paid biweekly)
- Upon completion of service, part-time (300 hour) AmeriCorps members receive a \$1200.00 education award that can be applied to educational costs or student loans
- Members have the option to participate in 10 (2-hour) trainings that qualify them for a Certificate in Civic Leadership and 4 college credits from Prescott College
- Team support and coaching

Arizona Serve is committed to diversity in the workplace. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

To apply for this position, please download the AmeriCorps State application: [HERE](#)

This application is a fillable PDF file. Save and submit your completed application electronically to: americorps@arizonaserve.org