



## ***Big Brothers Big Sisters of Metro Milwaukee, Inc.*** ***Position Description***

Position Title:	<b>Site Monitor</b>
Reports To:	School-based Coordinator
Department:	Program
FLSA Category:	Non-Exempt, Temporary part-time
Approved:	July 2019

### **Position Summary**

The Site Monitor (SM) supervises Big Brothers Big Sisters (BBBS) match meetings between adult mentors and youth during day and after-school mentoring programs at Milwaukee and/or Waukesha schools. The SM tracks attendance of participants, helps guide positive interactions and activities among youth and mentors, maintains communication with school liaisons, provides administrative support and ensures a safe environment for mentoring activities.

### **Qualifications**

#### **Education**

- Minimum High School Diploma, some college preferred

#### **Experience**

- Some experience working with elementary to middle school aged youth.
- Familiarity within the school setting.

#### **Competencies and Skills**

- Ability to work independently and keep accurate records.
- Must be prompt, reliable and able to professionally represent BBBS.
- Organized with attention to detail.
- Ability to work with diverse populations.
- Ability to be flexible and work in a fast paced and sometimes changing environment.
- Strong interpersonal skills with the ability to warmly welcome and engage youth and adults.
- Ability to maintain confidentiality throughout daily operations.
- Excellent oral and written communication skills, resulting in solid customer service.
- Ability to be an active participant of a team environment, effectively collaborating with others.
- Ability to speak Spanish is desirable.
- Access to offsite Internet and a cell phone is helpful.

#### **Responsibilities**

- Ensure youth safety, academic achievement and a rewarding experience for mentoring relationships at assigned sites.
- Take accurate attendance of volunteers and youth, keep thorough records, and share concerns with School-based Coordinator.
- Document and observe match activities and share concerns with School-based Coordinator and/or Match Support Specialist.
- Communicate upcoming school and/or match meeting schedules, enrichments/activities, encouraging match participation and reinforcing the attendance policy.
- Assist with the facilitation of programmatic enrichment/REACH activities for matches.
- Maintain rapport with volunteers, youth, parents, school staff and agency partners.
- Maintain program standards and enforce BBBS program rules and adherence to school/site rules and regulations.
- Be in compliance with all assigned BBBSA Impact U trainings.
- Ensure the safety of all youth and promptly report any infraction or concern to School-based Coordinator and/or appropriate school personnel.



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**Responsibilities (continued)**

- Assist with program paperwork and survey administration as directed by the BBBS School-based Coordinator.
- Assess, address, and convey site needs to School-based Coordinator.
- Attend regular team meetings at BBBS office.

Other tasks may be assigned, based on business needs and the department supervisor's or CEO's request.

**Work Schedule and Availability**

- Standard position schedule is 20-25 hours per week ranging from 10:30am to 6:00pm

**Candidates must have valid driver's license, current vehicle insurance, and reliable transportation to and from mentoring sites.**