

BIG BROTHERS

BIG SISTERS

OF THE MID-SOUTH, INC.

POSITION DESCRIPTION

POSITION TITLE: Part-time Enrollment and Intake Specialist

SUPERVISOR: Director of Program Operations

QUALIFICATIONS:

- Bachelor's degree in related area and
- Experience in youth related field with increasing levels of responsibility.
- Ability to demonstrate leadership.
- Ability to communicate effectively with supervisor, peers, board and public.
- Ability to plan, organizes and present ideas
- The ability to carry out complex tasks with minimum supervision.
- The ability to assimilate and analyze information and recommend a course of action.
- Ability to work flexible day, attend evening and weekend events, work independently, be accurate and thorough, and to meet deadlines.
- Must be able to lift 40 lbs.

SKILLS AND ABILITIES:

- Strong interpersonal skills with the ability to work with diverse populations and geographic areas.
- Demonstrated ability to think strategically and work collaboratively to inspire, motivate and focus internal and external team members to the agreed upon goals.
- Excellent public speaking, presentation and writing skills. Results-oriented approach.

POSITION RESPONSIBILITIES:

- Responsible for intake calls from volunteers and parents.
- Conduct interviews of volunteers, parents and children to determine appropriateness & understanding of the program.
- Identify & evaluate problems during Match Support Process and report to the Director of Program Operations.
- Conduct home visits for volunteers, parents and children.
- Maintain accurate records on volunteer and parents/children.
- Prepare profile descriptions of "Bigs" and "Littles" in order to propose matches.
- Identify & evaluate problems related to match maintenance and provide appropriate intervention.
- Maintain an accurate and up-to-date caseload on intake contacts, goals and progress.
- Must be knowledgeable of agency's (AIM) database.
- Participate in fundraising events of agency.
- Participate in recruitment efforts of agency.
- Perform other duties as assigned by Executive Director.
- Adheres to Personnel Policy Manual of the agency.
- Must maintain strict adherence to agency's mission, policies and operational procedures.
- Some travel required.

Employee Receipt Acknowledgement:

I have received my copy of the Big Brothers Big Sisters of Greater Memphis, Inc. job description. My signature acknowledges my receipt and understanding of the duties enclosed.

Please sign...

Staff's Signature

Date

Executive Director

Date

Director of Program Operations

Date