

<p><b>Position Title</b></p> <p>Group Engagement &amp; Mentoring Specialist I</p>	<p><b>Overtime/FSLA Classification:</b></p> <p>___ Exempt  <input checked="" type="checkbox"/> Non-Exempt          ___ Contractor</p>
<p><b>Department:</b></p> <p><input checked="" type="checkbox"/> Programs          ___ Development/Marketing          ___ Finance          ___ Administration</p>	<p><b>Location:</b> BBBS Miami</p> <p>550 NW 42<sup>nd</sup> Avenue          Miami, FL 33126</p> <p>We serve youth in Miami Dade and Monroe Counties.</p>
<p><b>Reports To:</b> Sr. VP of Programs</p>	<p><b>Number of People Supervised:</b> None</p>

**HIRING COMPANY DESCRIPTION**

**Big Brothers Big Sisters (BBBS) of Miami** is an award-winning\* innovative organization that ignites the potential within each and every child and advocates for them to explore the endless possibilities of what they can accomplish. Since 1958, BBBS of Miami has been South Florida’s premier mentoring organization, defending the potential of future leaders in the community by matching at-risk youth (Littles) with committed adult mentors (Bigs). These relationships – strategically matched based on Littles’ needs and Bigs’ backgrounds and skills, as well as common interests, aspirations, and personalities – empower Littles to achieve their full potential and become productive members of the community. BBBS Miami has been recognized as an “evidence-based model” of mentoring by the Office of Juvenile Justice & Delinquency Prevention.

**\*Awards and Recognition in past five years:** BBBS of America Large Agency of the Year (2021, 2020, 2019), BBBS of America Pinnacle Award (2021, 2020, 2019, 2018), BBBS of America Gold Standard (2020, 2019, 2018), Take Stock in Children of Florida Gold Standard (2020, 2019, 2018), BBBS of America Quality Achievement Award (2017, 2016). Mentoring & Community Empowerment Award (100 Black Men of America, Inc.); NOVO Award for Program Innovation: School to Work Program (Greater Miami Chamber of Commerce).

**HIRING COMPANY VISION**

All youth achieve their full potential.

**HIRING COMPANY MISSION**

Create and support one-on-one mentoring relationships that ignite the power and promise of youth

**POSITION PURPOSE**

*(What is the overall role this position will have in the agency?)*

The Group Engagement & Mentoring Specialist (GEM PS) will report to Vice President of Programs. The GEM PS will assist the team in the creation, recruitment, and execution of afterschool and summer program activities, events, and trainings to better serve individuals. Gem PS will be responsible for overseeing all programming for youth and families at the Carnival Center for Excellence (CCE) and outreach efforts. This position will provide regular updates to the Vice President of Programs regarding any obstacle preventing quality and timeliness of delivering services. The GEM PS will also be responsible for chaperoning Littles to and from community events, CCE events and afterschool and summer programming.

The GEM PS works collaboratively with the Program Specialists to develop and execute youth engagement activities, events, and trainings to serve BBBS Littles.

Each year, the GEM PS shall be evaluated based upon performance benchmarks as provided by the Vice President of Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Daily Activities, in priority order)**

Work together with parents to help enroll waiting list youth in one-to-one mentoring programs and/or make referrals to help navigate community resources as needed.

Assist with ensuring all tracking, reporting and database management is completed as it relates to serving children and adults through GEM programming and as required by grants.

Assist with all daily GEM Program Activities both in-person and virtual, including overseeing the distribution of snacks, completion of homework and chaperoning park/field trips.

Assist with the planning and execution of the Five Pillars activities that focus on Academic Enrichment, Digital Learning, Career Pathways, Health & Wellness and Music & the Arts.

Track daily attendance of all participants for both in-person and virtual programming. Track and compile all necessary administrative forms.

Staff GEM program activities both in-person and virtual. Manage and maintain GEM weekly calendar of activities.

Chaperone organized activities with volunteers and / or children to mentoring sites using pre-arranged pick-up and drop-off-points whenever possible.

Maintain high standard of customer service with all GEM program youth, families and volunteers.

Assist with the coordination and planning of activities with GEM program partners for in-person and/or virtual programming.

Flexible work hours (occasional evening/Saturday hours)

Reliable transportation is required to travel to local communities and neighborhoods. Some evening/weekend hours required.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES (IN PRIORITY ORDER)**

Staffing fundraising events (evening/weekends)

Support program staff at Impact Activities

**Education Level:  
(minimum & preferred educational requirements necessary to perform this job successfully)**

- High School Diploma
- Post-Secondary (some college, Associate degree) **preferred.**
- Bachelors
- Graduate Degree

Bilingual in Spanish and/or Creole is required and/or a plus.

**Related Experience  
(minimum & preferred related work experience necessary perform this job successfully)**

1-2 years' experience working with youth either in a work or volunteer environment.

**TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)**

<5%

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS  
(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

Routine office environment with flexible work hours to meet customer needs.

**Physical Demand      DESCRIPTION**

Stationary Position      Must be able to remain in a stationary position at least 50% of the time

Traverse      Must be able to move about the inside of the office

Communicate	Must be able to exchange accurate communication
Operate	Must be able to operate office productivity machinery (i.e. computer, copier, etc.)
Lift	Must be able to lift office equipment up to 25 pounds

**Equal Employment Opportunity**

BBBS of Miami provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability, or any other federal, state or local protected class.

**Americans with Disabilities Act**

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

**Commitment to Diversity, Equity and Inclusion**

BBBS of Miami values diversity and inclusiveness in the workplace, including with respect to the Agency Board, staff, and volunteers. The Agency has set a goal to build a diverse, high-performing workforce based on the Agency’s core values and has set forth a set of written commitments, outlined in the Personnel Policy Handbook, in accordance with this goal.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS of Miami may change the specific job duties with or without prior notice based on the needs of the organization.

**Background Clearance**

BBBS of Miami, mandatory complete FDLE background clearance on all employees pre-employment and tri-annually thereafter. The Agency adheres to all applicable Federal, State and Local Laws regulating the use of backgrounds for the purpose of employment, along with the Standards of Big Brothers Big Sisters of America.

**Drug-Free Workplace**

Big Brothers Big Sisters is committed to being a drug-free employer. Although some State/Local Laws permit the use and possession of marijuana for both medical purposes and

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recreational use, Federal Law does not. Where the State Law and Federal Law differs, Big Brothers Big Sisters of Miami will typically comply with Federal Law and that is our position regarding marijuana. Following Federal Law, an in the absence of State/Local Law to the contrary, Big Brothers Big Sister of Miami considers marijuana to be an illegal drug for the purposes of our policies. Therefore, the legalization of marijuana does not affect Big Brothers Big Sisters of Miami rights to enforce our drug and alcohol policies, including our drug testing policies. Testing positive for marijuana may result in disciplinary action, up to and including termination of your employment.

**Disclaimer**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification; it is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

<b>ACKNOWLEDGEMENTS</b>	
<b>Creation Date:</b>	<b>Revision Date:</b>
<b>Supervisor: I have approved this job description and reviewed with my employee</b>	
Signature:	Date:
<b>Employee: I have reviewed this job description with my supervisor and acknowledge receipt.</b>	
Signature:	Date:
<b>Human Resources:</b>	
Signature:	Date: