



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

Position Title:	Site Monitor
Reports To:	School-based Coordinator
Department:	Program
FLSA Category:	Non-Exempt, Temporary part-time
Approved:	July 2023

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 and helps guide positive interactions and activities between youth and mentors. In addition, the SM 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

- Experience working with elementary and middle school aged youth.
- Familiarity within school settings.

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.

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/guardians, school staff and agency partners.
- Maintain program standards and enforce BBBS program rules and adherence to school/site rules and regulations.
- Ensure the safety of all youth and promptly report any infraction or concern to School-based Coordinator and/or appropriate school personnel.
- Assist with program paperwork and survey administration as directed by the BBBS School-based Coordinator.



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

- 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 10:00am to 5:00pm.

Candidates must have reliable transportation to and from mentoring site locations.