



Agency Requirements for All Staff

Core Values

To be successful at Big Brothers Big Sisters, employees must abide by our agency Core Values:

Impact

- Our work is positive, meaningful, and transformative.
- We work with urgency and accountability to change lives for the better.

Collaboration & Community

- We create a culture of belonging where everyone's voice is heard and where shared problems lead to innovative solutions.
- We view differences between individuals (race, gender, age, cultural heritage, physical ability, education and lifestyle) as an asset and demonstrate an appreciation for all people within Big Brothers Big Sisters staff and the youth and families served by the agency.

Appreciation & Flourishing

- We treat one another with respect, attention, and recognition.
- We acknowledge good work and intentions, striving to align our words with adequate actions and resources.

Consistency

- We show up for each other and our constituents with reliability, integrity, focus, and intentionality.
- We build trust by prioritizing safety and taking deliberate steps to achieve our common goals.

After-hours Availability

Each year the agency holds several events that typically fall outside normal office hours. These events may be mandatory for all staff. For scheduling purposes, you will be notified of the dates as early as possible. These events may include but are not limited to the following:

- Bowl for Kid's Sake; weekday evenings/spring
- Golf Classic; a weekday & evening in August
- Back to School Event; a Saturday in August
- BIG Gala; a Saturday in November
- Holiday Celebration; a Saturday in December

As an employee of the Big Brothers Big Sisters team, you may be required to attend other agency-related activities, meetings and events as deemed necessary.

Travel

The employee must have a valid driver's license and the ability to travel within the community we serve with full-time access to an automobile and automobile insurance as required by the state of Wisconsin.

Physical Demands

Performing the essential responsibilities of this job, the employee is regularly required to sit, operate computers and other office equipment, complete filing tasks and use written and oral communication skills. The employee may be required to transport or move up to 20 pounds. The physical demands at BBBS are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

BBBS 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.