From: Kimberlin, Robin Michelle  
To: Kyles, Shanta; Majors, Tivoli  
Subject: FW: Join an AMAZING Team-Big Brothers Big Sisters of Eastern Missouri  
Date: Thursday, May 24, 2018 10:02:13 AM  
Attachments: image001.png

Some job opps you might want to send out 😊

From: Tashanna Rucker <TRucker@bbbsemo.org>  
Sent: Thursday, May 24, 2018 9:28 AM  
Subject: Join an AMAZING Team-Big Brothers Big Sisters of Eastern Missouri

Hi!

I hope you are doing great. As you know, I work at Big Brothers Big Sisters of Eastern Missouri and enjoy the people I work with as much as the work I do. Our agency has several open positions due to our amazing growth, and we are always looking for people that think outside of the box and know how to get things done. I am asking you to share these opportunities with professionals that are looking to start their career or switch their career and would be a great fit. For full job descriptions visit our website at www.bbbsemo.org.

If you have any questions, feel free to reach out. You are more than welcome to share my contact information as well!!!!

**Volunteer Enrollment Specialist**
- Conducts in-depth interviews and orientations about the program with potential volunteers in the office.
- Writes assessments and ensures volunteers are an appropriate fit for the Program.
- Drives their own process while also contributing to team goal
- Must have attention to detail, be organized, have a minimum of Bachelor’s degree

**Relationship Specialist**
- Contact Littles (Kindergarten through 8th grade), Parents/Guardians, and Volunteers on a policy-based schedule to ensure healthy, sustainable match relationships.
- Maintain accurate and timely documentation of all contacts to ensure the safety of all Littles and to meet agency compliance goals. Average caseload is approximately 90-100 matches.
- Ensure early identification of child safety concerns by coaching, reporting, and accessing resources
- Ensure early identification of match endurance concerns and address through coaching, conflict resolution, appreciating, and training.
- Must have attention to detail, be organized, have a minimum of Bachelor’s degree

**ABCToday Student Liaison**
- Work closely with a school to identify the students chronically struggling in the ABCs- attendance, behavior, course performance in reading and math.
- Connect student plans with various resources
- Identify the root cause of key challenges by building relationships with students, parents, school staff and teachers through school meetings and home visits.
- Must have attention to detail, be organized, have a minimum of Bachelor’s degree

**TALKING POINTS ABOUT BBBSEMO**

- We are the 6th largest affiliate in the nation out of 300+ BBBS agencies. For over 6 years we have been the leader in quality service.
- We match youth between the ages of 5-18 and serve them into young adulthood. We currently serve over 1,600 active matches.
- We have an innovative, empowering, and fun work environment. You might say we “Work hard. Play hard.”
- We enjoy a flexible work schedule including opportunities for ½ day Fridays, bonus days, etc.
- Immediate and 100% coverage on health and dental insurance for full-time employees.
- We offer opportunities for professional development and career advancement.

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