



Big Brothers Big Sisters
of Johnson County

3109 Old Hwy 218 South
Iowa City, IA 52246
PHONE 319-337-2145
WEB www.bbbsjc.org

JILL KROMMINGA
Program Director
jill@bbbsjc.org

April 2013

Dear Applicant,

Thank you for your interest in the Program Specialist position with Big Brothers Big Sisters of Johnson County. Enclosed, please find the job description and the application for the position. Please return a cover letter and a completed application form to our office by 5:00 PM on Thursday, April 18th, 2013.

If you have any questions, please call 319-337-2145 and ask for me, Jill Kromminga.

Again, thank you for your interest. We look forward to hearing from you.

Sincerely,

Jill Kromminga
BBBS Program Director



Big Brothers Big Sisters
of Johnson County

3109 Old Hwy 218 South
Iowa City, IA 52246
PHONE 319-337-2145
WEB www.bbbsjc.org

JILL KROMMINGA
Program Director
jill@bbbsjc.org

Job Description, Program Specialist for Big Brothers Big Sisters

Big Brothers Big Sisters of Johnson County is a youth mentoring program. We are part of Johnson County Extension and are a United Way agency. There are two types of programs within Big Brothers Big Sisters: school-based mentoring and community-based mentoring.

Program Specialists work primarily with the community-based mentoring program. This program matches adult volunteers with youth in one-to-one relationships with the goal of forming a long-term friendship. Program Specialists are required to work a flexible schedule that must include some weeknight (after 5 PM) hours and may include some weekend hours.

Responsibilities

- Screen, orient and interview prospective adult volunteers
- Orient and interview prospective children and guardians
- Coordinate the matching of volunteers and children
- Supervise and support ongoing relationships between volunteers, children and their families
- Maintain documentation of all required steps in the matching process including volunteer references, interview documentation and data entry
- Communicate regularly and work closely with other community-based program staff and Program Director
- Participate in necessary training to learn and update skills
- Perform additional duties as assigned by the Community-Based Program Supervisor and Program Director

Required Qualifications

- Graduation from an accredited four-year college
- A high degree of skill with in-person and telephone-based communication
- Solid written communication skills
- Ability to work cooperatively but also independently
- Must be available to work some weeknight hours. Schedule may include some weekend hours. (Specific schedule will be set with Community Based Program Supervisor at time of hire.)
- experience with diverse populations
- Basic computer skills

Helpful Qualification

- Fluent Spanish speaker

Salary

This is an hourly position of 20-25 hours/week at \$14/hour. We offer paid vacation and sick leave as well as pro-rated health insurance coverage. Retirement benefits are provided through the Iowa Public Employees' Retirement Program (IPERS).

Filing deadline:

Thursday, April 18th at 5:00 PM.

APPLICATION FOR EMPLOYMENT



Big Brothers Big Sisters
of Johnson County

A youth program of Iowa State University Extension

Return to: Big Brothers Big Sisters
4-H Fairgrounds
3109 Old Highway 218 South
Iowa City, Iowa 52246
(319) 337-2145

Deadline: Must be received by 5:00 PM
Thursday, April 18th

APPLICATION MUST BE FILLED OUT COMPLETELY BEFORE THE INTERVIEW PROCESS WILL PROCEED.

Full Name

Last First Middle Maiden Name

Address

Street City State Zip

Telephone (day) (____) _____ (eve) (____) _____

E-Mail Address _____

Date Available for Employment _____

Are you a citizen of the USA? _____

If not, do you have a legal right to work in the USA? _____

HIGH SCHOOL ATTENDED

Name and Location of School	From	To	Total Years Completed	Diploma Earned
	Mo. and Yr.	Mo. and Yr.	(Circle One) 9 10 11 12	(Circle One) Yes No

If you did not receive a high school diploma or do you hold a GED certificate? ____ yes ____ no

COLLEGE OR UNIVERSITIES ATTENDED

Name and Location of School	From	To	Total Months of Study	Field/Study	Degree Earned
	Mo. and Yr.	Mo. and Yr.		Major and Minor	
	Mo. and Yr	Mo. and Yr		Major and Minor	

Do you hold any special licenses, certifications, or registrations? _____ If so, what are they?

Employment History

Volunteer work experience will be evaluated in the same manner as paid employment and should be entered the same.

Enter most recent job first.

Employer	Your Job Title	Date Started	Date Left	Total Months
Employer's Address	Supervisor's Name	Starting Rate	Final Rate	XXXX
Hours per Week Employed	Reason for Leaving	May we Contact Your Employer? ____yes ____no	XXXX	XXXX

Description of Duties and Responsibilities). You may use the back of this sheet if needed.

Employer	Your Job Title	Date Started	Date Left	Total Months
Employer's Address	Supervisor's Name	Starting Rate	Final Rate	XXXX
Hours per Week Employed	Reason for Leaving	May we Contact Your Employer? ____yes ____no	XXXX	XXXX

Description of Duties and Responsibilities) You may use the back of this sheet if needed.

Employer	Your Job Title	Date Started	Date Left	Total Months
Employer's Address	Supervisor's Name	Starting Rate	Final Rate	XXXX
Hours per Week Employed	Reason for Leaving	May we Contact Your Employer? _____yes _____no	XXXX	XXXX

Description of Duties and Responsibilities (in detail). You may use the back of this sheet if needed.

Employer	Your Job Title	Date Started	Date Left	Total Months
Employer's Address	Supervisor's Name	Starting Rate	Final Rate	XXXX
Hours per Week Employed	Reason for Leaving	May we Contact Your Employer? _____yes _____no	XXXX	XXXX

Description of Duties and Responsibilities (in detail). You may use the back of this sheet if needed.

Please state what why you think you are qualified for this position:

Please state why you would like this position.

I certify that the information in this application is correct to the best of my knowledge and understand that any misrepresentation or omission of information requested on this form is grounds for rejection of my application with Johnson County Extension. I authorize any reference source to provide Johnson County Extension with any and all information concerning my previous records.

Applicant's Signature _____ Date _____

Employment-At-Will Statement

Employment with Johnson County Extension is on an "at-will" basis and is for no definite period of time and may, regardless of the date and method of payment of wages and salary, be terminated at any time with or without cause. Other than the Extension Council, no supervisor, manager, or other person, irrespective of title or position, has authority to alter the "at-will" status of your employment or to enter into an employment contract for a definite period of time with you.