



JOB DESCRIPTION: Big Brothers Big Sisters

Name of Position: Student Worker for Kansas Big Brothers Big Sisters serving Cowley County.

Department: Community Service

Campus Location: 103 E. 9th Suite 316 Winfield, KS 67156

Supervisor: Debi Clark

Length of Contract: Academic Year 2017-18

Pay Rate: Minimum Wage

Job Purpose: Support the mission & vision of KSBBS serving Cowley County.

Job Responsibilities:

- Assist with *group activities and fundraisers through out the year.*
- Stuffing envelopes and preparing mailings.
- Updating data entry into a Microsoft Excel spreadsheet etc.
- Help with recruitment of volunteers.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred (may be for Team Leader or Event Leader type of positions).
- Familiarity with the office equipment (list equipment you prefer them to have experience with).
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule (if required).
- Travel to sites via your own transportation (if required).

Skill Development Areas:

- *Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.*

Evaluation: Will occur ongoing and at end of school year.