



Program Advisor Job Description

Reports To: Experience Team Manager

Part-time Position (up to 30 hours per week)

Organization Membership

- Level-UP! Planning Team
- Talent Recruitment

Partner Membership

- Mayor's Youth Workforce Experience

OVERVIEW

The Program Advisor position connects Scholars to positive role models, experiences which inform their development, and opportunities to learn new skills and gain knowledge supportive of life-long success. This position is critical in the delivery of the program model and requires individuals with character, high performance standards, initiative, and are themselves, life-long learners. The Program Advisor provides direct facilitation of the Scholar Teams, coordinates the master schedule, hosts the individual workshops and panel discussions, prepares Scholars for Mentor interactions, and works collaboratively with the support team to ensure agency fidelity and accurate documentation of the progress made toward established goals and objectives.

ESSENTIAL FUNCTIONS

- Create and manage master schedules of youth participants (i.e. Mentor Time, Program Advisor Time, SEL Time, etc.).
- Facilitate all workshops, seminars, activities, panel discussions, etc. held through the virtual platform (Zoom) for the program.
- Work with the Program Manager to deliver important information to youth and their families regarding the operation of the program, delivery of services, and/or community wellness material.
- Create and manage timelines for the various assigned projects (completion of success projects, civic responsibility projects, etc.).
- Support the organization's strategic alliances and partnership.
- Fulfill duties delegated by Program Manager.
- Attend and preside over meetings, workshops, seminars, mentor sessions related to the program for the selected Scholar Cohort.
- Actively participate in program planning sessions.
- Create presentations for meetings, workshops seminars, mentor sessions as required by the various projects.

SCOPE OF JOB RESPONSIBILITIES

- Relationship Development

A key element in positively contributing to the development of young people is establishing caring relationships. Superior to any other responsibility for this position is the ability for the Program Advisor to help youth develop, positive healthy relationships with adults who can help them make

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Last Review Date: April 2021

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good decisions and successfully transition to life-long success. This requires a commitment on the part of the Program Advisor to the time outlined in this job description, to preparation and to seeking resources which will address the specific needs of the youth assigned to their Cohort. Program Advisors can expect to receive the necessary training and modeling to meet the basic requirements of the position. However, it is expected individuals will pull from their personal resources, utilize their virtual personality and commit to learning in an effort to exceed the basic expectations required to link young people to people, opportunities, and skills which will help them reach success. A successful Program Advisor will commit an average of 10 hours per week for preparation for virtual communication; schedule and host a minimum of 5 hours per week of virtual communication sessions (Mentor Time, Program Advisor Time, SEL Time, Success Project consultations, etc.); and participate in an average of 3 hours per week of in-person consultation with the Support Team (Program Director, Key Partner Leadership, Financial Manager, Program Manager, Data Management Coordinators, Lead Program Advisor). Enthusiasm, preparedness, and supportiveness are characteristics that must be translated through the virtual communication channels.

- **Scholar Cohort Management**

The virtual communication format is a substitution strategy for in-person programming. Scholars will be divided into teams of 15. Program Advisors will be responsible for managing the activities of all 15 Scholars in their group. Scholars will spend, on average, 6 hours per week in virtual in person workshops and seminars; 3 hours per week (on average) completing certification courses and success projects and, if permitted, 6 hours during the program period completing civic responsibility projects. Most activities will be done as a group at a scheduled time (Mentor time, Program Advisor time, SEL time), but there will be times during the week when Scholars are “sent” to participate in their certification course. The certification course will be hosted by one of the Program Advisors but be led by a trained professional from the field or is an online hosted training. In both cases, it is the responsibility of the Program Advisor to ensure their Scholar is attending and progressing satisfactorily. A successful Program Advisor will spend a minimum of 10 hours per week preparing for Scholar sessions and utilizing the provided training, and prior knowledge, to enhance the virtual experience for Scholars (many of whom may be new to the format). The successful Program Advisor will model, at all times, the behavior he/she desires from the Scholars when interacting during the virtual in-person times; alert Program Managers when there is a barrier preventing effective and clear communication to the Scholars or if a Scholar is having trouble accessing the virtual activities. Program Advisors are called to be problem solvers and must be willing to share information which will improve program delivery. All Support Team members will rely on Program Advisors to be the sole source of communication to and from Scholars. Additionally, Program Advisors will be responsible for ensuring Scholars meet the minimum program requirements outlined and the evaluation of the Program Advisor’s performance will be based on Scholar performance, the ability to meet deadlines on requests, and Scholar reported satisfaction with the program (measured by surveys).

- **Leadership and Development**

The role of the Program Advisor is a key element in the success of the program but also should be viewed as an opportunity for personal growth and development for the individual serving in this important role. Though this experience, the Program Advisors will have access to a number of resources which will inform their personal resume. We invite those in this role to take advantage of the access, however, not before the youth and with full transparency. Program Advisors are invited



to submit official requests to the Program Manager for participation in certification courses and to be a part of non-cohort offered seminars and workshops. Approval to the request will be granted as space and resources allow and to the extent participation of the Program Advisor does not prevent the participation of any Scholars. There will be opportunities to work on projects outside of the scheduled activities, but which are necessary in increasing the quality of the program. A successful Program Advisors will share his/her gifts and talents through service in leadership positions to move these special projects to completion. Additionally, Program Advisors should have a working knowledge of the key partners and sponsors and what they bring to the design and implementation of the program.

- **Special Project/Event Team Committees**

The Program Advisor serves on special project and event planning committees associated with program and agency events, as required. The level of involvement for each event will be determined on an individual project basis and will take into consideration the connection to the projects outlined in the job description, the workload at the time of implementation, availability of volunteers, etc.

OTHER JOB DUTIES

- Provides data entry regarding Scholar participation, approval on completion of success projects, Scholar evaluations and notes related to individual performance.
- Works with Support Team to define/enhance access to training/professional development resources.
- Accepts all other duties as assigned by the Program Director or Program Manager which promotes the mission of the organization.

JOB QUALIFICATIONS

- College graduate or currently working toward a college degree. Minimum three years' experience in youth development programs, afterschool or summer enrichment activities or related experience working with high school youth.
- Excellent verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease;
- Work independently and in a group; self-starter;
- Desirable personality traits: enthusiasm, adaptability, dependable, strong work ethic, great communicator;
- High level of computer proficiency and knowledge of virtual communication formats (Zoom);
- Experience working within a volunteer-structured system helpful.

Potential Applicants Send Cover Letter and Resume to:
bigbuddy@bigbuddyprogram.org
225-388-9737