

# Program Advisor

## Job Description

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

**Reports To:** Extended Learning Program Manager

**Organization Membership:** Frontline Staff

### OVERVIEW

Program advisors promote the mission of the Big Buddy Program by assisting in the management of programs, services, and activities at partner school sites, maintaining positive classroom behavior and the general day-to-day organization of the afterschool program.

Program Advisors connect Scholars (youth in the program) 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 those who value life-long learning. Program Advisors provide direct facilitation of the Scholar PODs (groups of youth), maintain the master schedule, prepare Scholars for Mentor interactions, and work collaboratively with the Experience Team to ensure agency fidelity and accurate documentation of the progress made toward established goals and objectives.

### ESSENTIAL FUNCTIONS

- Assist youth in homework completion and enrichment activities as outlined in the program design.
- Communicate program design, goals, and mission to school officials, school staff, community partners, and parents.
- Safeguard all participants in program by following student policies and procedures daily and communicating any barriers to successfully implementing procedures to the Site Coordinator immediately.
- Following the weekly schedule provided that outlines times for various activities (i.e. homework completion, academic enrichment activities, mentor group, enrichment courses, special activities, etc.).
- 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
- 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.

## 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 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 POD. Program Advisors can expect to receive the necessary training and modeling to meet the basic requirements of the position. Enthusiasm, preparedness, and supportiveness are characteristics that must be utilized in relationships with the youth.

### **Scholar POD Management**

Program Advisors will be responsible for managing the activities of all 15 Scholars in their group (aka POD). Most activities will be done as a group at a scheduled time (homework time, enrichment, Mentor time, SEL time), and the Program Advisor maintain the group's schedule and manages behavior. A successful Program Advisor prepares Scholars for their sessions utilizing the provided training and prior knowledge to enhance the experience for Scholars. Successful Program Advisors model, at all times, the behavior he/she desires from the Scholars when interacting during the after-school program. Program Advisors are called to be problem solvers and must be willing to share information which will improve program delivery. All Experience 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 enhance 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 Extended Learning 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. There will be opportunities to work on projects outside of the scheduled activities 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**

Program Advisors serve 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

- Required availability Monday - Friday 2:00 – 6:00 pm.
- 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
- Experience working with groups of youth in a structured setting
- 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, dependability, strong work ethic, great communicator
- High level of computer proficiency
- Experience working within a volunteer-structured system helpful.

**To apply, send Cover Letter and Resume to:  
[bigbuddy@bigbuddyprogram.org](mailto:bigbuddy@bigbuddyprogram.org)**