



**Position:** Site Based Recruitment Specialist-South/Southwest Region

**Reporting Relationship:** Manager of Site Based Programs

**FLSA Classification:** Exempt

## **ABOUT BBBSMC:**

Big Brothers Big Sisters of Metro Chicago (BBBSMC) is a mission driven organization that provides high quality 1:1 mentoring services to over 2000 of Metro Chicago's most at-risk children across four counties: Cook, DuPage and Lake Counties in Illinois and Indiana. We make meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") between the ages of 7 and 18 and our programs are proven to keep kids in school, out of trouble and on the path to post-graduate success. As a non-profit organization, private contributions from corporate partners, foundations and individuals provide 90% of the revenue upon which BBBSMC builds programming. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

## **Position Summary:**

The Site Based Recruitment Specialist, South/Southwest Region, is responsible for the recruitment of volunteers and children throughout Cook County, DuPage County, Lake County, IL and Lake County, IN for the BBBSMC Site Based mentoring program, **with a special emphasis on Chicago, southern Cook County suburbs, and Lake County, IN.** The incumbent in this role will develop, implement and assess recruitment goals and comprehensive year-round recruitment plans and tactics for Bigs and Littles to meet the annual Site Based match goal.

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Responsibilities:**

The Site Based Recruitment Specialist (SBRS) is responsible for securing Big and Little participation and community partnerships through community cultivation, lead generation, and follow-up. She/he/they will develop and implement short and long-term recruitment plans for targeting volunteers and youth to ensure an optimal balance of geographic and demographic factors.

1. Actively represent the agency at community events, outreach opportunities, information sessions and other activities that increase awareness of agency mission and volunteer/youth needs.

2. Create and implement a volunteer recruitment strategy that includes community and corporate outreach efforts to obtain mentors to meet annual match goals in the Site Based mentoring program.
3. Create and implement a targeted plan for youth and families that includes community and school outreach efforts to meet annual match goals in the Site Based mentoring program.
4. Adeptly adjust efforts to effectively balance volunteer recruitment or youth outreach needs by program specific, geographic and demographic factors.
5. Effectively engage existing volunteers in recruitment efforts, including Board of Directors.
6. Research, identify and cultivate potential sources for Site Based volunteers and youth including but not limited to college/universities, government agencies, corporations, churches, social organizations, non-profit agencies, law enforcement groups and professional organizations.
7. Cultivate long-term sustaining relationships with organizations, and other community partners through effective stewardship and communications.
8. Research and identify informal communication networks with current volunteers and partners that will reach underrepresented groups with the goal of increasing volunteer participation.
9. Follow-up on potential volunteer and youth/family inquiries to gain applications.
10. Lead training sessions for volunteer mentors, as needed.
11. Meet annual and monthly goals for securing new partnerships, number of potential volunteer and youth inquiries, matches made and outreach events attended.
12. Track and evaluate results of recruitment and outreach efforts. Provide weekly, monthly, and quarterly progress reports for both volunteer recruitment and youth outreach efforts and forecast returns on upcoming efforts.
13. Perform other duties as assigned.

### **Qualifications, Education and Experience:**

- Bachelor's Degree with an emphasis in communication, business and/or marketing and sales preferred.
- Three to five years of proven experience in recruiting, customer service, sales or grassroots campaigns.
- Demonstrated success in sales or recruitment with proven ability to meet quantitative goals on a monthly basis.
- Persuasive written and face-to-face verbal communication skills.
- Highly motivated and self-driven to meet goals.
- Proven oral and written communication abilities with an emphasis on active listening and public presentation skills; able to facilitate presentations to varying-

sized groups.

- Ability to effectively communicate program mission and volunteer and youth needs to various constituents.
- Strong interpersonal and relationship-building skills with proven ability to work with diverse populations.
- Ability to use data analysis to identify solutions; proficient skills in information gathering, reporting, and data analysis.
- Ability to think strategically to create effective short and long term plans to reach agency goals.
- Self-starter who can work independently and takes initiative; is flexible, adaptable, organized and has a strong attention to detail.
- Able to work a flexible schedule, including evenings and weekends on a regular basis.
- **Frequent travel is required. Must have reliable transportation and be willing to travel as necessitated by job responsibilities, including off-site assignments in Cook County, DuPage County, Lake County, IL and Lake County, IN.**

If interested in applying, please forward your resume, cover letter and salary requirements to:

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago  
Attn: Human Resources  
560 W. Lake St., 5th Floor  
Chicago, IL 60661

**BBBS is an Equal Employment Opportunity Employer.**