

## **BIG BROTHERS BIG SISTERS**

### **Contract Facilitator (PT) Agreement**

You are being hired as a contract Facilitator for Big Brothers Big Sisters of South Texas. Your immediate Supervisor is the Lead Facilitator. Your primary function is to conduct workplace program group meetings. Your work hours will vary and depend on the number of groups occurring each day. Times vary between 10:00 am to 2:30 pm Monday through Friday during the time school is in session. This agreement does not guarantee you any minimum amount of work, but does guarantee a reimbursement rate of \$25.00 per hour for any hour you work on a group.

By signing below, you agree to the following tasks and responsibilities:

1. Work with curriculum and evaluation team to learn all group and training session curriculum including the 40 Developmental Assets. Develop a working knowledge of all group and training materials.
2. Conduct workplace program group meetings with the goal to provide youth of adversity the tools to achieve educational success, improve attitudes and competencies, have higher aspirations, greater confidence, better relationships and avoid risky behavior through development and facilitation of one to one relationships.
3. Update Volunteer and Parent/Child Managers on individual and match issues. Continually assess match relationships focusing on: child safety, match relationship development, positive youth development and volunteer satisfaction. Identify real and/or potential problems and barriers with matches so that they can be addressed and resolved as early as possible by Volunteer and Parent/Child Managers.
4. Ensure high-level expertise in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function.
5. Maintain sign in sheets.
6. Create and maintain an environment of excellent customer service relations. Demonstrate excellent customer service to all clientele.
7. Develop knowledge of all programs and services in order to communicate options effectively to potential program participants.
8. Assist with survey collection at workplace groups as needed.
9. Develop good working relationships with workplace and school liaisons.
10. Demonstrate the following competencies: Likeability, Enthusiasm and Excellence in running meetings.
11. Keep supervisor informed of any problems and concerns.

Travel time and reimbursement policy:

- If you work one group per week you will travel to the BBBS office to pick up materials for the day, and travel to and from the company worksite will be reimbursed. You will drop off materials from the group on that day (if you have only 1 group that week).
- If you have more than one group per week you will pick up materials for all groups that week on the day of your first group. For the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> days you will proceed directly to the company and only miles in excess of the distance between your home and the BBBS office will be reimbursed (both to and from). On the day of the week that you have your last group, you will travel to the BBBS office to drop off all materials. Travel home is not reimbursed from the BBBS office.
- Group meetings last approx. 1 to 1 ½ hours, with 30 minutes prep time before and 15-30 minutes afterwards. You will be reimbursed for this time as well as 1-2 hours prep/wrap up time at BBBS per week. Travel time to and from BBBS or business locations is not reimbursed. Staff training hours are separate as needed. Detailed time sheets and a mileage log are required.

The following is a chart that shows maximum reimbursement rates:

# groups per week	hours per week max	# hours per school year (36 weeks)	\$
			25.00
Prep/wrap up	2	72	\$ 1,800.00
5 days	15	540	\$ 13,500.00
4 days	12	432	\$ 10,800.00
3 days	9	324	\$ 8,100.00
2 days	6	216	\$ 5,400.00
1 day	3	108	\$ 2,700.00

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Interested applicants should email their resume and letter of interest to [cmartinez@bigmentor.org](mailto:cmartinez@bigmentor.org)