

## Big Brothers Big Sisters: Job Shadowing Opportunities for Littles

Name: Victoria Rose

Date: 5/18/11

Work/ cell phone: 253-1470

Email: victoriat@gmail.com

Preferred contact method:  phone  email

Occupation: Match Support Coordinator

Employer: Big Brothers Big Sisters of WNC

Office/ work site address: 50 S. French Broad Ave., #213, Asheville, 28801

**Description of job duties:** Match support, coordinate After-School mentoring program, recruit and train volunteers, check references, conduct surveys, attend staff meetings, find resources for youth in program, mediate conflicts, support volunteers, assist with setting goals for youth and for matches, help with fundraising events and match activity events.

**What the youth may see/ do/ learn at the visit:** Visit after-school site to talk to youth and volunteers, read and discuss surveys, role play a match support contact or learn mediation skills, attend a BBBS event.

**Special instructions regarding clothing/shoes, safety,etc.** none

age

### Note preferred days and times for a job shadowing visit

Monday x

Tuesday x

Wednesday x

Thursday x

Friday

Saturday

- Other days are optional depending on BBBS events

