



Big Brothers Big Sisters of Rhode Island
The Donation Center Foundation of Rhode Island

Place-Based Programs Specialist

Reports To: Site and Specialty Operations Manager

FLSA Status: FT Exempt

Primary Location: Headquarters

Team Assignment: Program

Date Created: May 21, 2026

Revision Date: N/A

Core Job Description – All BBBSRI/DCFRI Staff

Every employee at Big Brothers Big Sisters of Rhode Island and the Donation Center Foundation of Rhode Island (herein referred to as BBBSRI) contributes to our Mission: *To create and support one-to-one mentoring relationships that ignite the power and promise of youth.*

Core Responsibilities

The following responsibilities apply to all positions and employees of BBBSRI:

1. Mission Alignment and Respect

- Actively promote and model the organization's mission, values, and commitment to cultural humility in all interactions.
- Treat all colleagues, youth, families, and community members with dignity.

2. Collaboration, Communication, and Partnership

- Work cooperatively with colleagues across departments and functions, sharing information and resources to achieve organizational goals.
- Maintain open, respectful, and solution-focused communication.
- Collaborate effectively with internal teams, families, volunteers, and community partners.
- Build relationships that strengthen our collective ability to serve youth.

3. Accountability and Performance

- Own responsibilities and meet commitments with consistency and reliability.
- Meet or exceed performance goals and deadlines relevant to your role.
- Deliver high-quality outcomes and uphold strong standards of service.
- Take ownership of outcomes, address challenges proactively, and seek opportunities for improvement.

4. Integrity and Professional Conduct

- Act honestly, transparently, and ethically in all actions and decisions.



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- Demonstrate professionalism in dealings with colleagues, participants, partners, and the community.
- Follow all organizational policies, procedures, and compliance requirements.

5. Safety, Health, and Compliance

- Prioritize and maintain safe environments and practices.
- Uphold all safety, confidentiality, and child protection standards.
- Proactively identify and respond to any risks to participants, staff, and community stakeholders and report concerns promptly.

6. Stewardship of Resources

- Use organizational resources, including time, funds, materials, and equipment, responsibly and efficiently.
- Ensure resources are directed toward activities that advance the Mission and serve the community effectively.

7. Additional Expectations

- Perform other duties as assigned to meet organizational needs, including supporting functions or projects outside your primary role when necessary.
Participate in Mission-supporting activities, which may include fundraising or community engagement, as appropriate to the role.

Role-Specific Addendum

This role aligns with the organization's Task-to-Role Matrix, which informs responsibilities and may evolve over time in response to organizational needs. The Task-to-Role Matrix can be accessed at any time by emailing HR@bigsri.org and is stored on a shared accessible drive. The following section outlines the responsibilities, skills, and required qualifications specific to this role.

Role Purpose

The Place-Based Programs Specialist is responsible for delivering high-quality program services by executing assigned activities in alignment with organizational standards and youth safety requirements in support of the organization's Mission and organizational goals.

Primary Functional Domain(s):

- Program Operations & Service Delivery
- Advancement & Fundraising
- Donation Center & Social Enterprise Operations



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- Finance & Accounting
- Human Resources & Talent Management
- Governance & Board Relations
- Communications, Marketing & Brand
- Data, Systems & Technology
- Facilities, Safety & Risk Management
- Strategy, Planning & Organizational Development
- External Relations & Partnerships
- Administrative & Executive Support

Decision-Making Authority (Select One):

- Individual Contributor** – Makes routine decisions related to assigned responsibilities and daily workflows in accordance with established policies and supervisory direction.
- Manager/Supervisor** – Exercises independent judgment in managing day-to-day operations and staff within established policies and approved plans.
- Director** – Makes operational decisions within approved budgets and organizational policies; escalates decisions with organization-wide impact.
- Executive** – Provides executive-level decision-making within assigned functional areas in alignment with organizational strategy and Board-approved parameters.

Supervisory Scope

- No direct reports
- Supervises individual contributors
- Supervises managers/supervisors
- Executive oversight

Essential Functions:

The Core Accountabilities listed below represent the essential functions of this role.



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Core Accountabilities

5–8 primary outcomes for which this role is accountable.

1. Delivery / Execution

Creates curriculum, plans sessions, and delivers youth-centered site-based and specialty program activities, including workshops, group sessions, and engagement initiatives, aligned with program goals.

Provide ongoing Match Support through regular communication, relationship monitoring, problem-solving, and guidance to help ensure safe, healthy, and consistent mentoring relationships

2. Quality / Compliance

Ensures program activities, participant records, and required documentation are completed accurately and in compliance with organizational standards and program requirements.

3. Ownership / Stewardship

Owns coordination and execution of assigned site and specialty program components, ensuring schedules, logistics, and participant engagement are maintained consistently.

4. Oversight / Leadership

Ensures completion of assigned program activities and processes by coordinating logistics, monitoring participation, and following through on deliverables.

5. Collaboration / Dependencies

Collaborates with Program staff, site partners, and internal teams to support coordinated delivery of site-based and specialty programming.

Support recruitment, enrollment, scheduling, and engagement efforts for youth and volunteers

6. Improvement / Continuity

Supports continuous improvement of site and specialty programs by contributing to feedback collection, identifying challenges, and supporting enhancements to program delivery.



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Note

This job description does not state or imply that these are the only duties to be performed by the employee in this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested by individuals authorized to assign such work. The essential functions of this role include, but are not limited to, the responsibilities outlined above. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- High School Diploma or GED required*
 - Bachelor's Degree required* in [Click or tap here to enter text.](#)
 - Master's Degree required* in [Click or tap here to enter text.](#)
 - English language proficiency
 - Commitment to equity, inclusion, and the Mission of BBBSRI.
 - Other: Experience working with youth, creating curriculum, and facilitating youth-centered programs and group activities.
- *Equivalent experience may be considered in lieu of formal education unless otherwise required by law or regulation.*

Required Competencies:

- Expertise in curriculum creation and facilitation needed.
- Other: [Click or tap here to enter text.](#)

Leadership Expectations:

- Members of the Leadership Team are accountable for outcomes but are not expected to execute all operational tasks personally. Effective delegation, supervision, and system oversight are core expectations of the position.
- Other:

Physical/Other Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Typical office environment, noise level is typically moderate
- Warehouse environment, noise level is moderate to loud



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- Occasional evening/weekend work
- Able to travel locally for work/has own transportation
- Valid Driver's License
- Working and insured personal vehicle
- Able to lift up to 25 lbs.
- Able to lift up to 50 lbs.
- This position requires the use of a personal smartphone, during scheduled working hours only, to access organization-approved applications for business communication (e.g., phone calls, messaging).
- Exposure to outside weather conditions
- Able to use phones, computers, fax machines, and other general office machinery
- Must pass Department of Transportation exam
- Regularly required to stand, walk, and sit
- Regularly required to use hands and fingers to reach, feel, lift, type, and write
- Regularly required to balance, stoop, kneel, or crouch
- Regularly required to engage in lengthy conversations in English

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

I have read the above job description and have had the opportunity to ask questions to clarify any part of it that is unclear to me. I understand what is expected of me in this position.

Printed Name of Employee

Employee Signature

Date

For Internal Purposes Only:

Approved by the CEO May 26, 2026



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All signed job descriptions should be sent to HR@bigsri.org and will be filed into the employee's personnel file. A copy should also be given to the employee by the hiring manager.

If this job description is being archived by HR, ensure an updated description is filed and enter date of archive and initials here