



Job Description – Site Based Mentoring Coordinator

Position: Full time starting January 2025

Responsible to: Executive Director

Hours of Work: 35 hours per week – Flexible work week

Salary: \$40,000 - \$47,500

- Health, Dental, and AD&D
- Full-time employees are entitled to 2 weeks' vacation
- Up to 5% RRSP contribution match after one year

Applications (cover letter and resume) can be emailed to: Isabelle Scholten at isabelle.scholten@gmail.com

Application deadline: December 6, 2024

POSITION PROFILE

The Mentoring Coordinator will be responsible for all aspects of our site-based mentoring programs which includes all Group Mentoring programs as well as the In-School Mentoring program. This includes initial inquiries and screening interviews of volunteers, and the written assessments and forms that accompany this process. They will take the volunteers through the training process and will help identify and conduct all match meetings. They will also supervise all matches for the program and liaison with the schools.

The Mentoring Coordinator will provide casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada.

The incumbent will

- love to connect with the community and engage with your team, volunteers and families you serve.
- have a high level of enthusiasm towards delivering various mentoring programs that aim to enhance children's social and emotional development.
- be detail oriented and value the importance of proper documentation and well-maintained casework.
- thrive in a role that provides opportunity to execute a diverse set of responsibilities that puts their organizational skills to the test.
- enjoy a friendly and collaborative workspace that encourages open-communication, input and ideas.

KEY RESPONSIBILITIES

- Foster and support existing partnerships with schools while helping to create new partnerships, as required by program needs.
- Interview and assess each youth's suitability to receive the agency's programming, based upon identified needs and family dynamics.
- Provide match support to volunteers, youth and liaisons; using various methods, ranging from phone calls to in person contact.
- Keep confidential and organized files related to all mentors, mentees and the subsequent matches.

YOU BRING

- A degree in the areas of child and youth care, education, human services, family studies, volunteer management, psychology or social work. Two-year diplomas in those areas will also be considered where there is relevant lived and/or work experience.
- Relevant experience in the human/social services sector.
- Understanding of positive youth development.
- Organizational and time management skills.
- Ability to work independently with a problem-solving lens.
- Excellent writing and verbal communication skills – case note experience is an asset.
- Excellent interpersonal and group facilitation skills.
- Strong data entry and file management skills.
- Bilingualism is preferred.
- A valid driver's license, travel is required.

For more information, please contact Isabelle Scholten by e-mail at Isabelle.scholten@gmail.com. We thank all those that apply, however, only those selected for further consideration will be contacted.