



## JOB POSTING – MENTORING COORDINATOR

**Area of Responsibility:** Mentoring Programs

**Number of Vacancies:** 1

**Anticipated Start Date:** As soon as possible.

**Hours:** 37.5 hours per week

**Salary:** Salary based on a starting hourly equivalency of \$23/ hour plus benefits.

**Location:** BBBSNBC Office (Prince George)

### Description

The successful candidate must be creative, outgoing, organized, and adaptable to a changing work landscape. You will need to be a critical thinker and willing to complete ongoing training with BBBSNBC management and staff to learn the Mentoring Coordinator role. You should be comfortable working with clients and volunteers in person or using video conferencing platforms such as Zoom/Microsoft Teams.

The Mentoring Coordinator will coordinate site based mentoring programs and will focus on our Skills Based and Relationship Based Group programs, as well as our In-School Mentoring Program offered in partnership with School District 57 (Prince George). The successful candidate will also work with our agency team to assist in serving children and youth in various communities throughout Northern British Columbia. This position may have some minor travel as we assist with supporting these communities.

The Mentoring Coordinator will be responsible for the recruitment, screening, supervision and evaluation of mentors and children interested in participating in these programs. They will be responsible for ensuring the physical, social and emotional health of our matches. This position will also be responsible for assisting the agency in reaching the goals and priorities as outlined in the strategic plan.

## Primary Responsibilities:

### **Clients and Volunteers**

- Support the intake of children and volunteers including orientations, collecting required forms and applications, scheduling and completing screening interviews and training.
- Conduct reference checks of potential volunteers

### **Mentoring Programs**

- Assist with the recruitment and screening of mentors and children.
- Coordinate and execute in person group programming.
- Support in person and virtual 1:1 programs.
- Maintain case notes on all matches in accordance with the National Standards
- Facilitate match closure process for Mentor, child and parent/guardian.
- Ensure all children, parents/guardians and Mentors are informed of any pertinent agency information such as upcoming group programs, agency events etc.
- Provide support for matches on an ongoing basis.
- Contact schools or other involved social service agencies as appropriate for assessment input.

### **Confidentiality**

- Maintain strict confidentiality as outlined in the agency Confidentiality Policy.
- Remain aware of federal and provincial privacy legislation and the agency's privacy policies and practices.

### **Community Involvement**

- Liaise with schools, other youth service agencies, community partners, other community groups, clubs or the public in general as required.
- Build relationships with community partners.
- Provide support and guidance to agency partners who are executing Big Brothers Big Sisters programs.

### **Other**

- Perform administrative functions as required to manage caseload.
- Make referrals to other agencies as warranted.

- Complete a yearly performance appraisal including goals and objectives for the coming year.
- Assist with the agency fundraising and events as possible.
- Execute the Big Brothers Big Sisters of Northern BC strategic plan.
- Provide regular reports to Program Manager, or special reports as requested.
- Other duties as assigned.

### Qualifications:

In accordance with Big Brothers Big Sisters of Canada's National Standards, all Mentoring Coordinators must:

- "have a two-year post-secondary diploma in a related field (e.g. education, social or human services, child and youth work, family studies etc.)."

### Knowledge, Skills and Abilities:

- Effective oral and written communication skills.
- Strong problem-solving skills and ability to think as part of a large organizational system.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to support the needs of the team and agency clients.
- Creative with the ability to innovate.
- Sound computer skills with proficiency using Office 365.
- The ability to adapt to an ever-changing work environment.
- The ability to build rapport and work with a group of children and youth.

### Special/Working Conditions:

- Initial and on-going employment is subject to a clear Criminal Record and Vulnerable Sectors check. Criminal Record Checks are completed every three years.
- Ability to work flexible hours.
- Access to a vehicle.

## TO APPLY

If interested, please submit your application by email to:

Bob Schroeder Program Manager:

bob.schroeder@bigbrothersbigsisters.ca

Your application must include:

- .pdf version of your resume and a cover letter about you and why you are interested in joining the BigsNBC team.
- Mentoring Coordinator in subject line

Only those selected for an interview will be contacted.