



JOB POSTING – School-Based Mentoring Coordinator (2)

Position Type: Contract (28 hours/week)

Application Deadline: October 14th, 2022

Rate: \$20.00-22.00/hour

Position Information

Big Brothers Big Sisters of South-West Durham and Northumberland (BBBSSWDN) is a registered charitable organization that provides mentorship to children and youth through individual and group mentoring programs.

We are seeking an energetic, organized and adaptable individual who will coordinate School-Based Mentoring Programs in partnership with local school boards and schools. The successful candidate will be someone who takes initiative, thrives on competing priorities and works well in a team environment.

BBBSSWDN values Integrity, Collaboration, Commitment, Reliability and Approachability. We believe in the value and values of mentoring. We believe that through having a positive role model in a child's life, that they can reach their potential both as an individual and citizen.

Primary Responsibilities

- Coordinate School-Based Mentoring Programs in partnership with local school boards and schools in Ajax, Pickering, Oshawa and Whitby.
- Recruit, Screen and Train volunteer mentors and college/university practicum students who will deliver individual and group mentorship.
- Match, Supervise and Wrap-up 1-1 matches and groups in accordance with Big Brothers Big Sisters of Canada National Standards and agency policies and procedures.
- Deliver Pre-Match Training to mentors, students and mentees.
- Collaborate and build positive and effective relationships with other service delivery staff, school staff and community partners.
- Communicate regularly with match participants to ascertain that the elements of child safety, relationship development, positive youth development and volunteer satisfaction are fulfilled and that potential challenges are identified and addressed.
- Actively participate in the program evaluation, including gathering input from partners, conducting supervision meetings with mentors and students and completing necessary evaluation forms.
- Provide timely and comprehensive monthly reports, including program statistics and outcomes.
- Apply child safety and risk management knowledge, policies and procedures throughout all aspects of job function.

- Develop strategic interventions to identify and strengthen match relationships that require extra support to continue to grow.
- Keep accurate, up to date and thorough documentation about the match and participants in both case files and electronic database.
- Foster community partnerships and build positive relationships with staff, clients and volunteers.
- Develop and distribute program marketing and promotional materials.
- Manage a large caseload of Child/Mentor matches.
- Assist with special events or fundraising as required.
- Maintain BBBSSWDN policies, including confidentiality and duty to report per Child Youth and Family Services Act and agency policies.

Requirements

- A university degree or a two-year post-secondary diploma in a related field (child and youth worker, social services or equivalent)
- A minimum of 2 years demonstrated work or volunteer experience in a related field
- Demonstrated experience with case management and volunteer management, including supervision of practicum students
- Specific training in human development, interview and assessment skills, and child safety
- Knowledge of best practices of child/youth and volunteer engagement
- Effective verbal and written communication skills
- Excellent time management, organizational and administrative skills
- Strong problem-solving skills
- Demonstrated ability to develop strong and effective relationships with professionals, volunteers, children/youth and postsecondary institutions
- Experience working with children/youth in a community/school setting
- Ability to work independently and as part of a team setting
- Demonstrated knowledge and experience with Microsoft Office
- Ability to work flexible hours, including evenings and weekends
- Familiar with Durham Region social services and communities
- Must have vehicle, valid Ontario Driver's License and hold a minimum a \$1,000,000 in automobile insurance.
- Provide upon request a satisfactory Criminal Reference check and Vulnerable Sector Search
- First Aid and CPR an asset
- Experience with program development and planning an asset

BBBSSWDN is committed to a selection process and work environment that is inclusive and respectful. We welcome all qualified applicants to apply. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request. Accommodation for a disability will be provided in



accordance with the Accessibility for Ontarians with Disabilities Act (ODA) and the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Interim Manager of Programs and Operations noted in the contact information of this posting.

Submit cover letter and resume with subject line "BBBSSWDN School Based Mentoring Coordinator 2022" to:

Alison Heath

Interim Manager of Programs and Operations

Big Brothers Big Sisters of South-West Durham and Northumberland

2-157C Harwood Ave N. #414

Ajax, ON

L1Z 0B6

alison.heath@bigbrothersbigsisters.ca

Only those candidates selected for an interview will be contacted. No phone calls or emails please.