



JOB POSTING – Mentoring Coordinator – Special Project

Position Type: Contract (35 hours/week)

Application Deadline: July 31st, 2023

Rate: \$20-24/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 a responsible, hardworking, and committed individual who will coordinate Switch Gears Group Mentoring Program in partnership with local school boards and schools. Switch Gears is a program designed specifically for male youth to support healthy relationships, decision-making, coping skills, developing confidence to ask for help, be an active bystander and contribute positively to our community.

The successful candidate will be someone who has knowledge in social, emotional and mental health and well-being of male youth, experience in program coordination and building strong, effective relationships.

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 a citizen.

Primary Responsibilities

- Coordinate Switch Gears Mentoring Program in partnership with local school boards and schools in Ajax, Pickering, Oshawa, Whitby and Northumberland County.
- Recruit, Screen and Train volunteer mentors and college/university practicum students who deliver 10 weekly group sessions.
- Deliver BBBSC Child Safety Pre-Match Training to mentors, practicum students and mentees and program specific training to mentors and practicum students.
- Liaise with local school staff to identify youth for the program, gather required application and consent forms per BBBSC National Standards and agency practices.
- Research and develop program activities and weekly planners, manual.
- Apply child safety and risk management knowledge, policies and procedures throughout all aspects of job function.
- Keep accurate, up to date and thorough documentation about the program and participants in both case files and electronic database.

- Actively participate in program evaluation, including gathering input from partners, conducting supervision meetings with mentors and completing evaluations.
- Develop and distribute program marketing and promotional materials.
- Collaborate and build positive and effective relationships with co-workers, school staff and community partners.
- Provide timely and comprehensive reports, including program statistics and outcomes.
- 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 (community justice services, social service worker, child and youth worker, criminology or equivalent)
- A minimum of 2 years demonstrated work or volunteer experience in a related field
- Demonstrated experience with group work, including working with male youth
- Experience with supervising volunteers and practicum students, including coaching, training and development
- Knowledge of issues affecting male youth in our community
- Effective verbal and written communication skills
- Strong problem-solving, time management, organizational/administrative skills
- 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 and Northumberland County 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 Manager of Programs and Operations noted in the contact information of this posting.

Submit via email cover letter and resume with subject line "BBBSSWDN Project Coordinator" to:

Alison Heath

Manager of Programs and Operations

Big Brothers Big Sisters of South-West Durham and Northumberland

2C-157 Harwood Ave N. #414

Ajax, ON

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alison.heath@bigbrothersbigsisters.ca

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