



Job Description – In School Mentoring Coordinator

Responsible to: Manager of Service Delivery

Contract Position: Part time, until June 30 2023 with possibility of extension

Hours of Work: 20-25 hours per week

Salary: \$19 per hour

Benefits: Health and Dental Benefits after 3 months

Applications (cover letter and resume) can be emailed to: Dominika Krzeminska at info.regina@bigbrothersbigsisters.ca

Application deadline: July 29 2022

Are you looking to make a difference in our community? Would you like to use your human services background to enable life changing mentoring relationships for children and youth? Joining the team at BBBS of Regina and Area will give you those opportunities and so many more.

The In School Mentoring Coordinator will provide casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. They will be responsible for matching volunteer mentors with children and youth in the schools BBBS serves in Regina, and to monitor those matches to ensure the healthy development of the relationships. The In School Mentoring Coordinator will work within the guidelines, policies and mission of the Agency and will be accountable and responsible for specific projects as assigned.

We are looking for someone who loves to connect with the community and engage with their team, volunteers and families that they serve. They will have a high level of enthusiasm towards delivering various mentoring programs that aim to enhance children's social and emotional development.

They are detail oriented and value the importance of proper documentation and well-maintained casework. They thrive in a role that provides opportunity to execute a diverse set of responsibilities that puts their organizational skills to the test.

They enjoy a friendly and collaborative workspace that encourages open-communication, in-put and ideas.

RESPONSIBILITIES

- Foster and support existing partnerships with schools, and liaisons creating new partnerships, as required by program needs;
- Maintain relationships with current Indigenous Advocates at Regina Public Schools and help build new relationships when needed

- 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;
- Facilitate Pre-Match Training to all youth;
- Match each accepted volunteer to a compatible youth;
- Assist in program evaluations as needed;
- Provide information to parents/guardians regarding programming;
- Keep confidential and organized files related to all mentors, mentees and the subsequent matches;
- Assist with fundraising (including grant applications) and recruitment efforts when necessary;
- General office duties: criminal record check maintenance, coordination with workloads and audits, maintenance of closed files.
- Any additional duties as required by the Manager of Service Delivery.

PRACTICE FOCUS

Strengths-Based, Trauma Informed, Anti-oppressive, Youth Centered, Relationship-based, Leadership Development, Culturally Competent, Holistic Approach, Community-Development

YOU WILL BRING

- A Bachelor's degree or 2-year diploma in a related field of study (e.g. social or human services, child and youth work, education, family studies, etc)
- Relevant experience in the human/social services sector
- We welcome candidates whose lived experience in Indigenous communities and/or community organizations inform their approach
- Experience working with Indigenous youth and other diverse cultural backgrounds
- 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
- Excellent interpersonal and group facilitation skills.
- Strong computer skills in MS Office, excel, virtual platforms (e.g. Zoom) and other computer software
- The ability to be flexible is key with this role as some evening and weekend work may be required
- A valid driver's license and access to your own vehicle

If you are not sure whether you fit the role, but are interested – send us an email and we'd be happy to chat!

Note:

In accordance with the BBBS Criminal Record Check Policy, the position requires that the successful candidate provide a satisfactory Criminal Record and Vulnerable Sector Check as a condition of employment.

In accordance with the BBBS Proof of COVID-19 Vaccination Policy, the position requires that the successful candidate provide proof of vaccination against COVID-19 or exemption.

WHAT WE OFFER

Our staff enjoy paid time off in December, Birthday Day, comprehensive benefits (FTE) and RRSP matching (FTE), and a flexible working schedule. Our agency is committed to ongoing professional development and assisting staff in reaching their goals. Mentoring is what we do – and we aim to foster that in all aspects of our organization. We are an inclusive, diverse and collaborative place to work, and we think we are pretty fun too!

If this sounds like a good fit, we would love to hear from you! Please clearly indicate in your cover letter how your skills, education and past experience would enable you to be successful in this role.