



## Job Description – In School Mentoring Program Lead

---

**Responsible to:** Manager of Service Delivery

**Contract Position:** Full time until January 31 2024, with good possibility of extension

**Hours of Work:** 37.5 hours per week – Monday-Friday

**Salary:** \$39,000

**Benefits:** Health and Dental Benefits after 3 months

**Applications (cover letter – let us know in your application, why you are right for this job - and resume) can be emailed to:** Dominika Krzeminska at

[info.regina@bigbrothersbigsisters.ca](mailto:info.regina@bigbrothersbigsisters.ca)

**Application deadline:** November 13 2022

***As this job posting is targeted as an Indigenous-focused position, a reasonable and justifiable measure has been implemented according to section 48 of The Saskatchewan Human Rights code. Please include in your application how you connect to an Indigenous community or communities.***

Are you looking to make a difference in our communities? 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 Program Lead will provide casework management in accordance with National Standards set out by Big Brothers Big Sisters of Canada. They will be responsible for recruiting, screening and training volunteer mentors, and matching volunteer mentors with children and youth in the schools BBBS serves in Regina and area. They will also 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;
- Lead the development of new partnerships with schools and liaisons as required by program needs;
- Maintain relationships with current Indigenous Advocates at Regina Public Schools and help build new relationships where needed;
- Intake applications from volunteers, including orientations, screening, interviewing, and training;
- Interview and assess each child's suitability to receive the agency's programming, based upon identified needs;
- Provide match support and monitoring to volunteers, children and liaisons; using various methods, ranging from phone calls to in person contact;
- Facilitate Pre-Match Training to all children;
- Match each accepted volunteer to a compatible child;
- Assist in program evaluations as needed;
- Maintain confidentiality of all files and information regarding families, volunteers, staff, and Board;
- Assist in grant reporting as needed,
- Provide information to caregivers 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**

Must practice using the following perspectives:

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

## **YOU WILL 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

- Knowledge and appreciation of Indigenous cultures, ways of knowing, and community protocols
- 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 – case note experience is an asset
- Excellent interpersonal and group facilitation skills.
- Strong computer skills in Office 365 programs, 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.

**WHAT WE OFFER**

Our staff enjoy paid time off in December, Birthday Day, comprehensive benefits (FTE), 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.