

## **Position: Mentoring Coordinator**

Big Brothers Big Sisters of St. Catharines, Thorold and District and Big Brothers Big Sisters of Grimsby, Lincoln and West Lincoln is a community based organization offering Community and Site based Mentoring programs. Our mission is “Empowering Youth through Mentorship”. By Enhancing children’s social and emotional development through our prevention-based mentoring programs. If you are looking for a new challenge and to develop skills and experience in your career this may be a great role for you. The Mentoring Coordinator is a key member of the Service Delivery team who provides assessment, training, monitoring and support to volunteers, families and children.

### **Some of the great things you will be doing:**

- Supervising and supporting matches between volunteer mentors and children to ensure Big Brothers Big Sisters of Canada’s National Standards are maintained and the safety of children is upheld
- Intake, Assessment and screening of potential volunteers
- Facilitating pre-match training to parents/guardians, children, and volunteers
- Ensure high-level proficiency in applying child safety and risk management knowledge, policies and procedures throughout all aspects of job function
- Matching volunteers with children to ensure positive mentoring relationships are formed
- Develop strategic interventions to identify and strengthen match relationships that require extra support to continue to grow
- Maintaining accurate match file records, ensuring that all required documentation is complete
- Acting as a liaison between community agencies and schools
- Discussing client planning and concerns with the Program Team
- Engaging volunteers and families in problem-solving processes where required
- Evaluating the effectiveness of service delivery programs
- Supporting other staff in their program delivery as required
- Maintain strict confidentiality and privacy as set out by Big Brothers Big Sisters of St. Catharines, Thorold and District
- Other duties as required

### **Skills Required:**

- A post-secondary diploma or degree in a related field (education, social or human services, child and youth work, family studies, etc.)
- Two years’ experience working with children, youth and/or families
- Interview and previous case management experience required
- Excellent interpersonal and conflict resolution skills
- Strong networking and relationship building skills
- Knowledge of community development/connections is an asset
- Experience working in a culturally diverse setting
- Proven experience in team development, and achieving high performance levels
- Strong organizational skills and a capacity to multi task and to motivate others
- Excellent verbal and written communication skills
- Demonstrated proficiency with Microsoft office, including Word, Outlook, Excel and power point
- Ability to work flexible hours including week nights and some weekends as required
- Vulnerable Police Sector Clearance
- Valid Driver’s license and access to a Vehicle is required for this position

Please forward your resume and references to Director of Services, Frances Lettieri, via e-mail at [frances.lettieri@bigbrothersbigsisters.ca](mailto:frances.lettieri@bigbrothersbigsisters.ca) by 5:00pm on Friday, December 14th, 2018. Only those selected for an interview will be contacted.