



**Job Title: Mentoring Coordinator**

**Reporting To: Director of Services**

Application Deadline: 2021-12-03

Job Types: Full-time

Salary: \$38,000.00 per year

**Job description**

Big Brothers Big Sisters of North & West Niagara is a community-based organization offering Community and Site-Based Mentoring programs throughout St. Catharines, Thorold, Niagara-on-the-Lake, Grimsby, Lincoln, and West Lincoln. Our mission is to “Enable life-changing mentoring relationships to ignite the power and potential of young people”. If you are looking to connect with community members 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.

**Duties and Responsibilities:**

- 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
- Handling Intake, Assessment and Screening of potential volunteers
- Facilitating pre-match training to parents/guardians, children, and volunteers
- Ensuring a high-level proficiency in applying child safety and risk management knowledge, and policies and procedures throughout all aspects of job function
- Matching volunteers with children to ensure positive mentoring relationships
- Identifying matches that need extra support and utilizing strategic interventions to strengthen relationships
- Maintaining accurate match file records, ensuring that all required documentation is complete
- Forming connections with and acting as a liaison between community agencies and schools
- Discussing client planning and concerns with Service Delivery 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 North & West Niagara
- Completing other duties as required

**Qualifications:**

- A post-secondary diploma or degree in a related field (education, social or human services, child and youth work, family studies, etc.)
- Three years' experience working with children, youth and/or families
- Interview and previous case management experience considered an asset
- 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 PowerPoint
- Ability to work flexible hours including week nights and some weekends as required
- Valid Vulnerable Police Sector Clearance prior to start
- Valid driver's license and access to a vehicle is required for this position
- Proof of Vaccination prior to start

**Please forward your resume and cover letter to Director of Program & Services, Ashley Dunseith [Ashley.Sinclair@bigbrothersbigsisters.ca](mailto:Ashley.Sinclair@bigbrothersbigsisters.ca) by 5:00 pm on Friday, December 3,2021.**

Only those selected for an interview will be contacted.