

Big Brothers of Greater Vancouver

Mentoring Coordinator: Burnaby and Vancouver

Temporary, Full Time

Big Brothers of Greater Vancouver's mission is to enhance children's social and emotional development by delivering and advocating for high quality, prevention-based mentoring programs. As a key member of our program team, you provide assessment, training, monitoring and support to volunteers and families and play an active role in events and activities that support the matches. Working mostly in Burnaby and Vancouver, you will primarily be responsible for community and school-based programming.

Key Responsibilities:

- Developing and maintaining Community and School-Based Mentoring Programs primarily in Burnaby and Vancouver.
- Supervising and monitoring matches between adult and teen volunteer mentors and children to ensure Big Brothers Big Sisters of Canada's National Standards are maintained and the safety of children is upheld.
- Assessment, screening and training of potential volunteers, both teen and adult.
- Matching adult and teen volunteers with children to ensure positive mentoring relationships are formed.
- Maintaining accurate file records ensuring that all required documentation is complete.
- Establishing and maintaining relationships with schools in the community.
- Engaging volunteers and families in problem solving processes where required.
- Acting as a liaison between Big Brothers of Greater Vancouver, community agencies, schools and stake holders.
- Evaluating the effectiveness of service delivery programs.

Education, Training and Experience

- Bachelor's degree or 2 year diploma in social work, family studies, psychology or other related field. **These qualifications are mandatory as required by our National Standards.**
- Appropriate experience in the social services sector in the Greater Vancouver area preferably related to mentoring.
- Experience working within a school based environment.
- Current First Aid.

Skills

- Knowledge of mentoring theory, principles, and practices
- Excellent organizational, time management skills and ability to work independently
- Problem-solving ability, resourcefulness and resilience

- Excellent written and verbal communication skills
- Strong interpersonal and group facilitation skills
- Strong networking & relationship-building skills: must have the ability to work cooperatively with staff, volunteers and other community agencies and organizations
- Knowledge of child abuse prevention
- Flexibility is essential to this position and some evening and weekend work is required
- Experience with case management and databases
- Knowledge of a second language is an asset

Use of your own vehicle is required.

This is a one year contract position.

If you have the above mentioned qualifications please submit your resume and cover letter indicating your availability to start and salary expectations by Sunday, July 12th 2015.

Tammie Manson, Program Manager
tammie.manson@bigbrothersbigsisters.ca

We appreciate your interest and we will contact suitable applicants to schedule an interview.

Big Brothers of Greater Vancouver is an equal opportunity employer and we encourage the application of all qualified applicants.

Thank you.