

# Mentoring Coordinator- North Shore Job Posting



Big Brothers of Greater Vancouver's (BBGV) mission is to enhance children's social and emotional development by delivering and advocating for the highest quality, prevention-based mentoring programs.

The Mentoring Coordinator is a key member of the program team who provides assessment, training, monitoring and support to volunteers and families. The role has a specific focus on supporting a caseload of community Big Brothers matches and the In School Mentoring Program at several schools on the North Shore. The position is based in our North Shore Office. This is a full-time parental leave position (Approx. 1 – 1.5 years starting late April 2019)

## **WE KNOW YOU ARE EXPECTING NOTHING LESS THAN**

- A work environment where you can get behind a great purpose
- Rewarding work where you will be challenged and can grow
- A place that values hard work, commitment and FUN!

## **A SNEAK PEEK AT THE GREAT THINGS YOU'LL BE DOING**

- Working primarily on the North Shore supporting matches between adult mentors and children in both the school and community setting.
- Assessing, screening and training potential volunteers
- Assessment and screening of potential children and their parents/guardians
- Delivering pre-match training to parents/guardians, children, and volunteers
- Matching volunteers with children to ensure positive mentoring relationships are formed
- Supervising and monitoring the 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
- Maintaining accurate match 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

## **YOU WILL LIKELY BRING**

### SKILLS:

- Knowledge of mentoring theory, principles, and practices
- Ability to work independently
- Strong organizational and time management skills
- Outstanding interpersonal and group facilitation skills

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- Excellent verbal and written communication
- Solid presenter and communication skills
- Strong networking and relationship building skills: must have the ability to work cooperatively with staff, volunteers and associated other non-profit agencies and organizations and schools
- High attention to detail and ability to review own work
- Excellent problem-solving ability – resourcefulness and resilience
- Knowledge of child abuse prevention
- Demonstrated abilities using Microsoft Office (Word, Excel, Outlook) and database experience

### EDUCATION, TRAINING, & EXPERIENCE:

- **These qualifications are mandatory as required by our National Standards**
  - Bachelor's degree or 2 year diploma in one of the following:
    - Social Work, Child and Youth Care, Family Studies, Psychology
    - Equivalent Education in "Other Related Field" could be (if candidate also meets relevant background and or experience for the position) Sociology, Criminal Studies, or Education
- Relevant experience in the social services sector in the Greater Vancouver, particularly the North Shore with children, youth, and families, preferably related to mentoring.
- Experience working within a school-based environment.
- Access to a vehicle is required for this position
- Some evening and weekend work is required

To apply for this opportunity, please upload your resume and cover letter including salary expectations to the Charity Village job application. <https://charityvillage.com/app/job-listings/e8c5a28f-0941-e911-80da-14187768272a?search=true>

Big Brothers of Greater Vancouver is an equal opportunity employer and we look forward to receiving the applications of all qualified applicants. Thank you!