

## Mentoring Coordinator-Variou positions

### Vancouver

#### Job Posting-Internal

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. If you are looking for a new challenge or to develop experience in other program areas this may be a great role for you.

The Mentoring Coordinator is a key member of the program team who provides assessment, training, monitoring, and support to volunteers and families. We have a variety of positions available including roles that are permanent or one-year contract positions. Positions will be based out of our Vancouver office location.

#### 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
- An organization that offers a healthy benefits program
- A place that values hard work, commitment and FUN!

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

- Supervising and supporting 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 and screening of potential adult and teen volunteers
- Assessment and screening of potential children and their parents/guardians
- Delivering pre-match training to parents/guardians, children, and volunteers
- Facilitating youth leadership training
- Matching adult and teen volunteers with children to ensure positive mentoring relationships are formed
- Maintaining accurate match file records, ensuring that all required documentation is complete
- 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
- Submitting monthly caseload statistics
- Participating in other agency functions and activities as requested

## 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
- Excellent verbal and written communication
- Solid presenter and communicator
- Strong networking and relationship building skills: must have the ability to work cooperatively with staff, volunteers and associated non-profit or publicly funded groups, agencies and organization
- 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 or "Other Related Field." 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 with children, youth, and families, preferably related to mentoring. As well as experience working within a school-based environment.
- A valid BC driver's license and access to a vehicle is required for this position.

Please send your application (**Letter of Intent and Resume**) to [kdow@bbgvf.com](mailto:kdow@bbgvf.com) by **5:00 PM on November 18, 2019**. Please note: See Section 5. Hiring, Page 4 of Employee Handbook - All internal candidates must advise their Supervisor of their intention to compete for the position before submitting their application.

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