

## JOB POSTING

**Position: Mentoring Coordinator**  
**\*Revision (wage increase and application deadline)**

Start Date: August 16, 2021

Hours: 28 hours/week

Location: Abbotsford

Application deadline: August 3, 2021

### **Responsibilities & Duties**

- Works under direction of the Program Manager
- Responsible for all case management tasks including:
  - recruitment, screening, training, matching and supervision of volunteers and youth
  - administrative duties associated with managing a caseload
  - adheres to National Standards while performing casework duties

### **Expectations**

- Demonstrates belief in BBBS Mission, Vision and Diversity statements of the agency
- Respects all the policies pertaining to program and organization
- Communicates and interacts tactfully and respectfully
- Follows direction carefully and independently
- Demonstrates sound organizational and planning skills
- Performs multiple tasks and responsibilities in a complete and timely manner

### **Qualifications**

- Diploma in social service field and minimum of 2 years' experience working in youth focused social services or an equivalent combination of each

### **Skills**

- Computer proficiency with Microsoft 365 suite applications
- Working knowledge of client records management systems
- Experience with using basic counselling skills (attending, active listening, empathy, etc.)

### **Requirements**

- Current drivers' license with business insurance and 3 million liability coverage
- Clear criminal record check

### **Assets**

- Experience or knowledge of BBBS mentoring
- Fluency in Punjabi

### **Remuneration**

Starting rate: \$22.66/hour (100 % employer paid, comprehensive benefits package after 3 months of continuous employment)

**Please apply, in writing, to [corina.carroll@bigbrothersbigsisters.ca](mailto:corina.carroll@bigbrothersbigsisters.ca)**

No phone calls please. Only qualified applicants will be considered.

Big Brothers Big Sisters of the Fraser Valley is an equal opportunity employer.