

JOB POSTING

Mentoring Coordinator (One Year Maternity Leave Position)

Official Start Date: November 6, 2023 Hours: 30 – 35 hours/week Location: Abbotsford
(Onsite Training: will begin Oct 2nd (Part-time hours))

Application Deadline: September 4, 2023

Responsibilities & Duties

- Works under direction of the Program Manager
- Responsible for all case management tasks related to the **In-School Mentoring** program including:
 - recruitment, screening, training, matching and supervision of volunteers and youth
 - administrative duties associated with managing a caseload
 - liaison with school administrators, teachers and school personal to deliver programming
 - 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
- 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 Class 5 Drivers' License (unrestricted) with business insurance and 3 million liability coverage
- Clear criminal record check & acceptable Driver's Abstract

Assets

- Experience or knowledge working with youth, volunteer management and/or non-profit sector
- Second language proficiency

Remuneration

Starting rate: \$24.00/hour + 4% vacation pay

Please apply, in writing, to cheryl.unger@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. We celebrate diversity and are committed to creating an inclusive environment for all employees.