

## JOB POSTING

### IN-SCHOOL MENTORING COORDINATOR

Start Date: April 2, 2024 (preferred)

Hours: 30 hours/week

Location: Chilliwack

**Application Deadline: March 11, 2024**

#### **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 mentees
  - 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**

- Minimum of Diploma in social service field is required, however, Degree is preferred.
- 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 and 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](mailto: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.**