

## **Mentoring Program Coordinator/Caseworker**

Big Brothers Big Sisters has been a part of Oxford County for 50 years. We enable life-changing mentoring relationships to ignite the power and potential of young people in order to see that all young people realize their full potential. We provide direct service to children by matching volunteers and youth in quality mentoring relationships. Our agency staff members are experts at screening volunteers and matching them with a young person in a variety of programs.

Big Brothers Big Sisters of Oxford County is currently accepting applications for a full-time (35 hours per week) Mentoring Coordinator.

### **This position could be for you if:**

- You love to connect and engage with your team, volunteers, community partners and families
- You want to be able to offer new and exciting experiences for the young people you are working with
- Your idea of a great week has you both in and out of the office while establishing relationships with community partners to build experiences both in and out of the office.
- You are organized and understand the importance of well-maintained and documented case files.
- You enjoy a friendly, collaborative, high-paced and rewarding work environment
- You are goal-driven and a team-player

### **A day in the life of a Mentoring Coordinator involves:**

- Working throughout Oxford County, to plan and implement group mentoring programs, mainly for our young people who are waiting to be matched
- Developing an annual program plan and work toward achieving personal and agency goals.
- Monitoring and supporting matches between adult mentors and young people as per BBBBS National Standards and agency policies/procedures
- Help to coordinate waiting list of eligible youth, and keep files up to date
- Assessing, screening and training potential volunteers
- Maintaining accurate family and volunteer file records. Ensuring that all required documentation is complete and on time. (This may fall under following agency policies/procedures)
- Establishing and maintaining relationships with various community partners throughout Oxford County.
- Engaging volunteers and families in problem solving processes where required
- Consistently evaluating and assessing programs making changes when required
- Supporting other agency programs and departments as required
- Providing regular reports to Executive Director and Service Delivery Manager
- Completing other duties as requested by the Executive Director or Service Delivery Manager

### **Skills Required:**

- Understanding of the strengths and weaknesses of our target population and the communities BBBBS serves
- Strong interpersonal, motivational, presentation, networking and communication skills (oral and written)



- Passion for, and interest in, working with children and youth
- Intermediate computer skills, using Microsoft products (Word, Excel, PowerPoint, Publisher, Outlook), CRM Systems, communications and social media tools
- Ability to plan, implement, facilitate and evaluate programs and activities within deadline/resource parameters
- Demonstrated knowledge, understanding and appreciation of diversity and social inclusion
- Proficient organizational skills and ability to adapt to change
- Ability to work both proactively, independently and collaboratively
- Demonstrate strong time management skills and possess the ability to prioritize and multi-task at an intermediate level with strong attention to detail
- Flexibility to work evening hours

### **Education, Experience and Other Requirements**

- University Degree and/or College Diploma in related field (Social Work, Social Service Work, Child and Youth Care, etc.)
- Effective oral and written communication skills.
- 2-3 years experience in case management an asset
- Criminal Record check with Vulnerable Sector Screen required
- Valid Driver's license and access to a reliable vehicle are required.

Big Brothers Big Sisters is committed to principles of anti-oppression and employment equity. We encourage members from Indigenous, ethno-racial, LGBTQ+, immigrant, refugee, differently abled and other equity seeking groups to apply and self identify.

If accommodation is required during the hiring process, please inform the hiring committee once selected for an interview.

**Please apply with your resume and cover letter through Charity Village or send directly to Kristen Ralph, Executive Director at [kristen.ralph@bigbrothersbigsisters.ca](mailto:kristen.ralph@bigbrothersbigsisters.ca). We thank everyone for your interest, but only those who have been selected for an interview will be contacted.**