



## **JOB DESCRIPTION**

### ***Mentorship Coordinator***



**Position Type: Contract (January 2025-March 2027)**

**Shift: Monday-Friday (9am-5pm)**

**Reports To: Executive Director**

**Salary Range: \$28.00-\$32.00/per hour**

**Date Posted: December 6th, 2024**

**Closing Date: Open Until Filled**

**Please submit a cover letter and resume, quoting the posting title to Beth Aubrey:  
ed.greybruce@bigbrothersbigsisters.ca**

*Big Brothers Big Sisters Grey Bruce West Simcoe (BBBSGBWS) is seeking an energetic, full-time Mentoring Coordinator to join our growing team. We are a non-profit charity, providing mentorship services to youth ages 6-16, in schools and communities across Grey and Bruce. We are a vibrant, collaborative, community-focused organization that believes in igniting the power and potential of all young people.*

### **Details of the Position:**

The Mentorship Coordinator is responsible for supporting and supervising all in-school and community-based programs. The Mentorship Coordinator will be responsible for the successful planning, delivery and evaluation of the Big Brothers Big Sisters 'Youth for Change' program. The program will offer 107 youth (ages 12-30) meaningful, co-created, skill-building, 'community-betterment placements' starting in early 2025 continuing until March 2027. Built by youth for youth, the mentorship and civic engagement focused 'Youth for Change' program will deliver on several mentorship objectives. This key role involves program planning, service placement coordination and direct service delivery.

### **Responsibilities/Duties:**

#### **Mentoring**

- Co-plan, deliver and evaluate various service placements for youth (12-30)
- Co-plan, deliver and evaluate three service placement streams including a community-based stream, school-based stream and youth council

- Promote and enable growth and youth competency development through mentorship, training, mental health supports, and volunteer service placements that engage youth in service creation, delivery and evaluation
- Recruit and retain diverse placement participants through outreach, community engagement and reporting
- Develop best-practices and program toolkit through youth-led participatory action research (YPAR), enabling under-served youth the opportunity to identify issues, conduct research, imagine solutions, and advocate for change in their local communities.
- Integrate program learnings into organizational policies and practices
- Provide program information about BBBSGBWS to prospect volunteers, community partners, youth and families
- Accept and document application of potential volunteers and clients (including, guardian(s), youth and mentors)
- Determine child's or mentor's eligibility and suitability for placement in an appropriate program
- Recruit, orientate, interview, screen and train prospective volunteers in line with national and local standards. Conduct vulnerable sector checks and child welfare checks
- Liaise with schools, other youth service agencies, community groups, clubs and the public in general. Attend regular collaboration meetings
- Complete case notes and statistical tracking using the CRM case management system

#### Programs

- Launch and coordinate all agency programs under the direction of the Executive Director
- Liaise with appropriate agencies involved in agency programs
- Assist with planning, support and direction of monthly staff-run programs
- Purchase and track required materials to conduct agency programs
- Provide written updates on agency activities on a regular basis to the Executive Director

#### Related Duties:

- Perform administrative functions as required to manage caseload as per National Standards
- Assist with the planning and/or implementation of annual agency events in line with program objectives
- Attend meetings as directed by the Executive Director
- Participate in the development of policy, procedures and agency guidelines relative to service delivery
- Remain aware of federal & provincial legislation and the agency's privacy and confidentiality policies & practices
- Be accountable for receipts and related financial activities
- Assist with marketing initiatives, promotion of BBBSGBWS programs and services
- Perform other duties as assigned by the Executive Director

#### Qualifications:

- BSW or relevant degree preferred or an equivalent combination of education and experience related to youth and family services
- Relevant experience (e.g., with youth and families, intake, with volunteer management)
- Excellent organizational and communication skills/strong attention to detail
- Ability to work independently as well as in a team environment
- The ability to be highly flexible, task-oriented, and have excellent time-management skills

- Holds an excellent understanding of, and commitment to, client-centered approaches and trauma informed practices
- Active listener with a strong ability to empathize and engage with youth and families in a supportive, non-judgmental manner
- Strong computer skills, including proficiency in Microsoft Office
- The ability to provide a clear Vulnerable Sector Police Check
- A valid Ontario Driver's license in good standing, access to a reliable vehicle, and appropriate insurance

*We are committed to recruiting a diverse workforce that represents the communities we serve, while encompassing the principles of equity, inclusion and diversity. We encourage applications from persons of color, Indigenous Peoples, persons with disabilities, people of all gender expressions and sexual orientations.*