



# Group Mentoring Coordinator

Big Brothers Big Sisters has been a part of the Kincardine area for over 35 years. In 2021, we expanded our service area to include all of Southern Bruce and Northern Huron counties.

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 young people, aged 6-16, 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 South Bruce North Huron is currently accepting applications for 2 part-time, 5 hours per week, Group Mentoring Coordinators; one for our Kincardine location, and one for our Wingham location.

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



- You love to connect and engage with young people aged 6-16, 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.
- 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 Group Mentoring Coordinator

### involves:



The Group Mentoring Coordinators play a critical role in serving BBBS South Bruce North Huron's mission to enable life-changing mentoring relationships that ignite the power and potential of young people.

Working collaboratively with the Mentoring Coordinators and volunteers, you will be a rock star in planning and facilitating group nights and events that promote measurable outcomes in Social Emotional Competence, Mental Health and Well-being and Educational Engagement and Employment Readiness.

### Key Responsibilities:



- Working throughout Southern Bruce and Northern Huron Counties, to plan and implement group mentoring programs, mainly for our young people who are waiting to be matched
- Developing an annual program plan for the youth and work toward achieving personal and agency goals.
- Monitoring and supporting Mentees who are waiting to be Matched as per BBBS 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.
- Establishing and maintaining relationships with various community partners throughout Southern Bruce and Northern Huron Counties.
- 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
- Completing other duties as requested by the Executive Director



## Skills Required:



- University Degree and/or College Diploma in related field (Social Work, Social Service Work, Child and Youth Care, etc.)
- Understanding of the strengths and weaknesses of our target population and the communities BBBS serves
- Strong interpersonal, motivational, presentation, networking and communication skills; clear, concise, punchy emails and messaging
- Excellent juggler and time manager. Thrives in a dynamic changing environment. Demonstrated ability to set priorities and realign those priorities with your peers and the Executive Director
- Dependable and thoughtful, ability to work evenings and some weekends
- Passionate about learning new, more efficient ways of doing things; growth mindset and willingness to learn and develop personally and professionally; strong self-awareness. Always inventing and improving the use of cool new tools
- Knowledge of Microsoft products (Word, Excel, Teams, PowerPoint, Outlook) and Records Management
- Rockstar at planning fun, educational and skills development Group nights that focus on Measurable outcomes in Social Emotional Competence, Mental Health and Well-being, and Educational Engagement and Employment Readiness
- Proficient organizational skills and ability to adapt to change; having a pulse on what's new
- Strong team player and collaborator; ability to work both proactively, independently and collaboratively
- Confident but humble! You take joy in achieving personal excellence, but also in making others around you successful. "We" vs. "I" mentality An Ideal Team Player
- Criminal Record check with Vulnerable Sector Screen required
- Valid Driver's license and access to a reliable vehicle are required.



## **Additional Information:**



As the Group Mentoring Coordinators, you will be part of a fun and dynamic team that raises awareness about BBBS South Bruce North Huron.

This role requires 2 individuals, one for our Kincardine Group, and one for our Wingham Group, who are action-oriented, creative, passionate, articulate and professional; who thrive on building exciting new opportunities and growing current stakeholder relationships. You will be able to immerse quickly and effectively in the day to day operations of the agency. Group nights are weekly, in the evenings.

Reporting to the Executive Director, you'll be the heart and sole of our Group Mentoring Program.

**Application deadline: Friday, March 10th, 2023**

**Expected start date: April 3, 2023**

**Job Types: 2, part-time, 5 hours per week positions (one in Kincardine, one in Wingham)**

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 to Yolanda Ritsema, Executive Director at [yolanda.ritsema@bigbrothersbigsisters.ca](mailto:yolanda.ritsema@bigbrothersbigsisters.ca). We thank everyone for your interest, but only those who have been selected for an interview will be contacted.**

