



Big Brothers Big Sisters is currently looking for the following position:

Coordinator, Community Based Mentoring Programs

Job Posting Details

Schedule - Daytime & Evenings (must be available to work occasional weekends)

Locations - Kingston and Napanee

40 hours/week

Salary Range \$19-\$20/hour

Contract - 1 year

Job Overview

The Community & Social Services Mentoring Coordinator will play a leading role in the delivery of exceptional programs and positive mentorship for children and youth in the agency's mentoring programs across the community. The Coordinator will work within the guidelines, policies and mission of the agency and will be accountable and responsible for specific projects as assigned.

This position will lead in the enrolment and matching process for all children and youth involved in the agency's mentoring programs, as well as support with the match support of 1:1 matches. This position will also lead in the planning, organizing and delivery of BBBS KFL&A small group programs that are designed to develop assets and facilitate the personal, social and emotional development, and positive mental wellbeing of young people ages 6-16.

Key Responsibilities

- Accept and document application and enrolment of potential clients (including parent, guardian, child, youth, etc) for Community Based Mentoring Programs, such as orientation, interviewing, assessment, etc;
- Facilitate matching procedure, and match introduction between mentors and mentees;
- Support with the continuous assessment of match relationships. Identify real and/or potential challenges and barriers, addressing and resolving as early as possible. Develop strategic interventions to identify and strengthen match relationships that require extra support to continue to grow;
- Conduct wellness checks with families, and provide weekly activity kits if needed;
- Plan and deliver weekly small group based programs in order to connect with matches and waitlisted clients;



- Ensure all client activity is documented in the agency's database accurately, and according to National Standards;
- Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy;
- Perform administrative functions as required to manage workload;
- Liaise with youth service agencies, other community groups, clubs and the public in general as required;
- Complete project based tasks as required;
- All other duties as assigned.

Job Requirements:

- Graduate of Post-Secondary education in a child related field
- Experience in a child/youth serving agency setting an asset
- Standard First Aid/C.P.R. LEVEL C - certification
- Criminal Reference Check (including Vulnerable Sector Check)
- Ability to work with children, youth, families facing many adversities
- Valid Drivers Licence/ Reliable transportation required
- Knowledge of Adverse Childhood Experiences, Developmental Relationship Framework, HIGH Five, and/or Trauma Informed Care an asset.

Job Specifications:

- Be a positive role model for children and youth
- Ability to work both independently and with a team
- Mentoring and/or coaching abilities
- General knowledge of societal inequalities (gender, race, ethnicity, socio-economic, etc)
- Demonstrate understanding of various aspects of child/youth development and behaviour management techniques
- Ability to complete administrative tasks with attention to detail
- Enjoy working in a child/youth friendly environment



Application Process:

Please submit a resume and cover letter to kylie.filion@bigbrothersbigsisters.ca

Applications will be accepted until a successful candidate has been selected.

Big Brothers Big Sisters of KFL&A is committed to a positive, inclusive, and equitable workforce that strives to represent the communities we serve. We encourage members of all diverse backgrounds and lived experiences to apply and self-identify.

We will accommodate candidates as required under applicable human rights legislation. If you require an accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.