**Big Brothers Big Sisters is currently looking for the following positions:**

**Community Services Worker - Volunteer Enrollment and Recruitment (3)**

**Job Posting Details**

**Schedule - Daytime & Evenings (must be available to work occasional weekends)  
Locations - Kingston and Napanee  
35 hours/week**

**$18.00/hour**

**7 week Canada Summer Jobs Contract Position - June 27th - August 19th, 2022**

**Job Overview**

The Volunteer Enrollment and Recruitment Coordinators will play a leading role in the recruitment and onboarding of volunteer mentors, and contribute to exceptional programs and positive mentorship for children and youth in the agency’s 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 recruitment, training, screening, and matching process for all mentors involved in the agency’s mentoring programs. This position may also support 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**

* Builds brand awareness within the KFL&A community through promotion of agency mentoring programs;
* Actively recruits volunteer mentors at various companies and organizations within the community;
* Supports marketing efforts through website promotion, and creation of a social media calendar;
* Accept and document application of potential mentors for all BBBS KFL&A programs across the community;
* Manage enrolment of mentors including interviewing, screening, orientation, etc;
* Support with the Pre-Match training, and Developmental Relationship Framework training with Mentors;
* In conjunction with Coordinator, Mentoring Programs, manage the matching process of mentors and mentees;
* Ensure all mentor activity is documented in the agency’s database accurately, and according to National Standards;
* Support with weekly small group based programs as required;
* Maintain strict confidentiality as outlined in agency Privacy and Confidentiality Policy;
* Perform administrative functions as required to manage workload;
* Liaise with other youth serving agencies, other community groups, clubs or the public in general as required;
* Complete project based tasks as required;
* All other duties as assigned.

**Job Requirements:**

* Currently enrolled in OR a graduate of Post-Secondary education in a child related field, or marketing and communications program
* Experience with social media, marketing, and community outreach an asset
* 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)
* Valid Drivers Licence
* Knowledge of Adverse Childhood Experiences, Developmental Relationship Framework, and/or HIGH Five 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 **info.kingston@bigbrothersbigsisters.ca.**

**Deadline for applying is \_\_\_\_\_\_\_**

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 a disability-related 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.**