

Big Brothers Big Sisters is currently seeking the following position:

MENTORING PROGRAMS LEADER

Location: Kingston

Position Timeline: 1 year contract

Hours : 10-15 hrs/week - Monday to Friday (daytime & evenings)

Rate of pay: \$18/hour

Job Summary

Mentoring Program Leaders will play a supportive role in the delivery of exceptional and positive mentoring programs for children and youth.

Mentoring Program Leaders will assist in the planning, organizing and delivery of BBBS KFL&A 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.

Leaders recognize and accept the need to be a positive influence who models honesty, fair play, a positive attitude, healthy boundaries, cooperation and respect for self and others.

Primary Responsibilities

- Plan, lead and participate in programs based on the National Theory of Change, and BBBS KFL&A Program Framework
- Plan, lead and participate in program activities that instill social emotional competence, overall positive mental health and wellbeing, and educational engagement
- Supervise children and youth in the program
- Participate in team meetings and training opportunities as required
- Complete records as required (Incident, Accident Forms, Case Notes, Match Support, etc)
- Maintain a clean and organized space in accordance with Public Health
- Represent BBBS KFL&A at assigned community and agency activities
- Follow and adhere to all BBBS National Standards, local agency policies, COVID operation policies set forth by BGCKA, Ministry of Education, Ministry of Health and Public Health KFL&A



Job Specifications

- Post-Secondary education in related field and/or equivalent experience working with children and youth
- Standard First Aid/C.P.R. LEVEL C certification
- General knowledge of diversity issues (ACEs, cultural, socio-economic etc)
- Valid Drivers Licence/reliable transportation
- Must be prepared to complete a Criminal Reference Check (including Vulnerable Sector Check)

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.

Application Process:

Submit resume and cover letter indicating position applying for to the attention of:

Recruitment Coordinator : **mentoring@bigbrothersbigsisters.ca**

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.