



Big Brothers Big Sisters
of Calgary and Area

Mentoring Coordinator, Cochrane Community Programs
Full-Time Position (37.5 hours per week)

Be part of something 'BIG'!

At Big Brothers Big Sisters, we believe every young person should have the opportunity to reach their full potential - that by doing so, they will not only do well, they will also do good.

We believe that by changing the course of young lives we can in turn change the course of our community's future. That it could lead to a reduction in poverty and unemployment, to safer schools and neighborhoods and to a renewed optimism for growth. That it could even lead to change on a broader, more far-reaching scale.

We believe that opening a young person's eyes to what is opens their mind to what could be.

For over 30 years, Big Brothers Big Sisters has been making a positive difference in the lives of young people in Calgary and surrounding areas by developing and implementing a wide range of one-to-one and group mentoring programs, both in school and in the community. Last year alone, more than 2,000 young people participated in Big Brothers Big Sisters programs and services in Calgary, Airdrie, Cochrane, High River and Okotoks.

Witnessing the transformation of a child into a confident, conscientious and motivated young person is a remarkable experience. Ushering them into adulthood, seeing them grow into a successful, responsible member of their community and society at large is even more satisfying. Proudly, it's something our staff, volunteers, and donors help bring about every day.

The successful candidate will be a connector within the Cochrane community, provide recruitment, assessment, matching of teen mentors and provide match support to the community-based matches to ensure safety and positive impacts for young people.

ACCOUNTABILITIES:

- Seek out and share potential community collaborations with supervisor to achieve program goals and objectives;
- Attend and engage in community meetings in Cochrane;
- Relationship-building with volunteers, clients, community partners, other community agencies, and local businesses;
- Coordinate Teen mentoring, community mentoring and in-school mentoring throughout Cochrane and area;
- Conduct comprehensive interviews, assessments, reference checks, suitability for matching and match support recommendations for Teen Mentor volunteers using electronic tools and software program in compliance with BBBS Canada National Standards ;
- Follow National Standards and Agency Policy to ensure match safety, relationship development, positive youth development and volunteer satisfaction in all mentoring programs;
- Identify, address and resolve barriers to strengthen the match relationship;
- Assess and provide for individual training needs, resources and support to assure a positive experience for the young person and volunteer, to achieve match longevity and retention and positive youth impact;
- Develop, promote and implement individual and group activity-based match events to meet program goals and outcomes through recognition, annual events, and reengagement strategies;
- Effectively utilize evaluation and match support tools to assess match impact on youth development;
- Conduct exit interviews and assess reasons for match closure and re-match potential;
- Identify and promote re-engagement of mentors as alumni and board members;
- Ensure quality services and measurable outcomes, maintain accurate and timely records for each match according to National Standards, and Agency Policy's and utilize technology to report, synthesize and input date;

- Support annual fundraising and awareness raising events.

QUALIFICATIONS and SKILLS REQUIRED:

- Post Secondary Diploma or Degree in human services field;
- Family and youth engagement and assessment skills;
- Knowledge of community resources and community development experience;
- Proven relationship building skills;
- Excellent oral and written communication skills ;
- Professional self-presentation;
- Ability to take initiative and ability to work independently ;
- Experience and knowledge working with diverse ethno-cultural communities;
- Experience and strong knowledge of databases and all Microsoft programs including Word, PowerPoint, Outlook and Excel;
- Flexible work schedule as some evenings and weekends may be necessary at times;
- Reliable transportation and valid driver's license required;
- A second language is an asset.

Big Brothers Big Sisters of Calgary and Area offers a competitive salary, health benefits and RRSP matching.

Closing Date: April 20, 2017 or until a suitable candidate is identified.

Submit Cover Letter and Resume To:

Human Resources
5945 Centre Street SW
Calgary, AB
Email: hr.calgary@bigbrothersbigsisters.ca
Fax: 403-777-3525

Big Brothers Big Sisters of Calgary is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.