



Big Brothers Big Sisters
of Calgary and Area

Youth Mentoring Coordinator, Okotoks
37.5 Hours per Week (1.0 FTE)

Big Brothers Big Sisters of Calgary and Area (BBBS) is a volunteer-driven organization that provides mentoring programs for children and youth in schools and communities throughout Calgary and surrounding areas.

BBBS currently has an exciting and rewarding career opportunity for an **accomplished and passionate Mentoring Coordinator** to join the organization.

The incumbent will work in collaboration with the school team to support youth to be successful in school, at home, and in their community. Support is provided through mentoring relationships, skill building, advocacy, and assistance in navigating and accessing community agencies and resources. The Mentoring Coordinator will be responsible for maintaining strong internal and external connections while providing support to the mentoring relationship as well as ensure safety and positive impact for young people. The Mentoring Coordinator will work to teach students skills to problem solve and advocate for themselves. As this position will be integrated into the school the incumbent will coordinate with the school-based team in supporting youth at risk.

ACCOUNTABILITIES:

- Provide highly individualized supports, dependent on student need
- Identify and remove barriers to youth success and wellness
- Build and nurture collaboration and positive relationships between students, staff and the community
- Bring strategic and effective partnerships solutions to the collaborative team
- Develop community connections in order to facilitate work experience and job training opportunities
- Build and nurture collaboration between community agencies and the school, including participation in interagency groups and meetings
- Link youth to appropriate resources that contribute to the resolution of student-related challenges with follow through to ensure access to multi-system or agency supports
- When matching youth with mentors continually assess the match relationship in accordance with National Standards and Agency Policy to ensure match safety, relationship development, positive youth development and volunteer satisfaction;
- Identify, address and resolve barriers to strengthen the match relationship and be able to coach mentors around barriers experienced by young people with complex needs;
- Assess and provide resources and support to assure a positive experience for the young person and volunteer, to achieve match longevity and retention and positive youth impact;
- Support the enrolment and engagement of clients and mentors to reach program goals and targets;
- Effectively utilize outcomes measurements and match support tools to assess match impact on child and youth development;
- Conduct exit interviews and assess reasons for match closure and re-match potential;
- Liaise and navigate systems youth may be connected with, i.e. CFS, justice system, schools, etc.;
- Seek out and share potential community collaborations with supervisor to achieve program goals and objectives;
- Possess a trauma-informed, strength-based approach in building connections with youth;
- 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 data.

COMPETENCIES:

- Strong written and oral communication skills, with efficiency and attention to detail;
- Experience working with diverse ethnocultural communities and working with children and youth facing adversity;
- Knowledge of trauma-informed practice;
- Skill in developing relationships with community supports and working collaboratively with a school team
- Commitment to empowering clients and volunteers through a Strengths-Based approach;
- Demonstrated ability to work from client-centered and anti-oppressive perspectives;
- Demonstrate creativity especially in the areas of problem-solving and programming;
- Knowledge of community resources;
- Excellent leadership and communication skills;
- Good organizational and multi-tasking abilities, including the ability to meet deadlines with a high quality of work;
- Demonstrated ability to show initiative and work both independently and as part of a team;
- Experience and strong knowledge of databases and all Microsoft programs including Word, PowerPoint, Outlook and Excel.

QUALIFICATIONS:

- Post-Secondary Degree in human services field
- Experience and knowledge working with diverse ethnocultural communities and vulnerable youth populations facing adversity
- Current CPR and First Aid Certification
- Fluency in a language in addition to English will be considered an asset
- Excellent oral and written communication skills reflecting solid customer service both in-person and telephone
- Reliable transportation with minimum \$1,000,000 liability insurance and valid driver's license required
- Flexibility to work evening and weekend hours

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

Closing Date: July 31, 2018 or until position is filled.

Start date: September 1, 2018

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.