



**Big Brothers Big Sisters of South Huron**  
Job Description - Mentoring Coordinator

---

**Title:** Mentoring Coordinator

**Responsible To:** Executive Director

The mentoring coordinators' primary function will be to oversee the Big Bunch program, Wednesday evenings during the school year. This includes planning and running weekly Big Bunch activities, with the support of agency volunteers. The coordinator must be comfortable using web-conferencing platforms (specifically Zoom) to be prepared to offer this program virtually.

In addition, the mentoring coordinator will provide casework management to volunteers, children, and families in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. He/she will be responsible for the screening, training and matching of volunteers, children, and parents and monitoring these matches to ensure the healthy development of the relationships. The mentoring coordinator will assist with agency events as required through out the year.

The mentoring coordinator will work within the guidelines, policies and mission of Big Brothers Big Sisters of South Huron, will maintain strict confidentiality and will be accountable and responsible for projects as assigned.

**Qualifications**

- A minimum two year post-secondary education in the related field of social work, child and youth worker, social or human services, or education, evidenced by the completion of a university degree and/or a minimum two-year college diploma in one of these fields. At least two years' experience is also an asset.
- Specific training in understanding human growth and development, appropriate interpersonal skills, interview/assessment techniques, child safety training, and volunteer program management.
- Work experience involving case management.
- Knowledge of current community issues
- Experience working with volunteers in a non-profit service organization
- Excellent oral and written, and interpersonal skills; strong organizational, leadership, team building skills
- Computer proficiency with Microsoft office programs (Word, Excel, Outlook, Teams), Zoom and other web-conferencing platforms. E-mail and Internet proficiency
- The applicant must pass: necessary screening requirements and acceptable criminal records/CAS check.

## **Responsibilities**

- Planning weekly Big Bunch activities (including purchasing supplies, notifying participants, running group, documentation, case notes, follow up with guardians and wrap up). Completed with the support of agency volunteers
- Given the current pandemic, must be prepared to offer Big Bunch in a virtual format
- Process external/internal referrals and consultation with other agencies/services
- Conduct interviews with volunteers, guardians and children
- Delivery of our Strong from the Start Pre Match training program and program specific training with volunteers, guardians and children
- Complete reference checks and background checks on potential volunteers
- Contact schools or other involved social service agencies as appropriate for assessment input
- Complete recommendations of applications
- Matching of volunteers and children
- Provide guidance and support to volunteers and families during the course of a match
- Monitor matches in accordance with National Service Delivery Standards
- Facilitate match closure process for volunteer, child and parent
- Maintain case notes in accordance with the National Standards
- Ensure all families and volunteers are informed of any pertinent agency information such as group programs, agency events, change of policy, etc.
- Make referrals to other agencies as needed
- Liaise with schools, other community groups, clubs or the public in general as required
- Assist with agency events as required
- Maintain strict confidentiality as outlined within the agency Privacy and Confidentiality Policy

Flexible hours, 14 hours per week. Must be willing to work occasional evenings and weekends. Wednesday evenings during the school year is a requirement

Mileage paid, access to a reliable vehicle is essential.

Potential for hours to be increased based on outcomes and funding

Ignite Power. Ignite Change. [#BIGGERTOGETHER](#)