



## Big Brothers Big Sisters of Cranbrook

### Mentoring Coordinator - Contract Job Description

**Position:** Mentoring Coordinator Contract Position - 15 hours per week

**Salary:** \$16/hour

**Contract:** January 10, 2012 to July 10, 2012

**Work Location:** Cranbrook, BC

**Supervisor:** Dana Osiowy, Executive Director

The Mentoring Coordinator supports the Traditional 1:1 and In School Mentoring Program in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. The Mentoring Coordinator liaises with the community, schools and school boards to support the matching of adult volunteers with children and youth for mentoring relationships. The Mentoring Coordinator works within the guidelines, policies, mission of Big Brothers Big Sisters of Cranbrook and is responsible for specific projects as assigned.

#### Qualifications:

- Minimum qualification of a two year post-secondary diploma in a related field (e.g. education, social or human services, child and youth work, family studies)
- Exceptional oral and written communication skills
- Strong ability to interact with people of all ages, abilities and cultural backgrounds
- Demonstrated proficiency in all Microsoft Office products including: Word, Publisher, Excel and Outlook
- Applicants will be subject to a screening process that includes a police criminal record search

#### Duties:

1. Manage intake of children and volunteers including orientation, interviewing, screening
2. Conduct the Child Safety training program with volunteers, children and parents
3. Maintain case notes on all cases in accordance with the National Standards
4. Provide regular reports to Executive Director, or special reports as requested
5. Perform all administrative functions as required to manage caseload
6. Maintain relationships with schools, other youth service agencies, other community groups, clubs or the public in general as required
7. Plan and organize large group activities as required
8. Remain aware of federal and provincial privacy legislation and the agency's privacy policies and practices
9. Other duties as required

Please respond with resume **and** cover letter by December 19<sup>th</sup> via fax to (250) 489-4216 or email to [dana.osiowy@bigbrothersbigsisters.ca](mailto:dana.osiowy@bigbrothersbigsisters.ca)



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