

Job Posting

Job Title: Mentoring Coordinator

Location: Mission office servicing the Maple Ridge/Pitt Meadows communities

Terms of Employment: 15 hours per week including days, evenings and some weekends

Salary: \$18.74 per Hour (Depending on Experience)
Travel Expense

Candidates Must:

- 1) Possess a minimum of a 2 year post secondary diploma in a related field i.e. social or human services, education, child and youth work. Preference given to candidates with BSW
- 2) Have a minimum of 2 years experience in the social services field
- 3) Possess a valid driver's license and availability of a vehicle
- 4) Submit a satisfactory police clearance and driver's abstract
- 5) Have strong interviewing and assessment skills with both adults and children
- 6) Demonstrate exceptional counselling, conflict resolution, facilitation and interpersonal skills
- 7) Have strong time management, organizational and volunteer management skills
- 8) Have experience with volunteer recruitment and management
- 9) Be confident working independently in a small office
- 10) Have proficient computer skills – MS Office, database, e-mail, social media
- 11) Be able to work flexible hours including evenings and weekends

Note: Preference will be given to candidates who have an attachment to the Maple Ridge/Pitt Meadows community

Responsibilities Include:

- 1) Recruit, screen, interview, train & match volunteer applicants
- 2) Support program participants and volunteers and monitor matches according to program requirements
- 3) Maintain case notes in accordance with the National Standards
- 4) Maintain computerized agency files including CRM database
- 5) Participate in committees as required; raise profile and build relationships between the agency and the community
- 6) Liaise with schools, other youth service agencies, other community groups, or the public in general as required
- 7) Lead recruitment, recognition, recreation events and program activities on behalf of BBBS in Maple Ridge/Pitt Meadows