



A proud member of Big Brothers Big Sisters of Canada Federation

Group Mentoring Coordinator – Job Posting Full-time, Hybrid

Mission, Vision and Core Values

Our **Mission** is to enable life-changing mentoring relationships to ignite the power and potential of young people. Our **Vision** is that all young people realize their full potential

Our **Core Values** are:

- We Champion Potential
- Every Connection Counts
- Showing Up Matters

Big Sisters of BC Lower Mainland (www.bigsisters.bc.ca) is a non-profit society and proud member of Big Brothers Big Sisters of Canada Federation. We are committed to enhancing the confidence, self-esteem and well-being of self-identified girls and non-binary, trans, and Two Spirit youth. Big Sisters of BC Lower Mainland is a leader in mentoring youth and providing ongoing support through a variety of engaging programs. Our organization is committed to justice, equity, diversity, and inclusion and ongoing learning towards creating a more equitable society. We encourage applications from those who identify as Indigenous, a person of colour, 2SLGBTQIA+, a person with a disability or a member of another community that experiences additional barriers. Join us and make a positive difference in the lives of others in the community.

Why it's great to work with us:

Big Sisters is a friendly, inclusive, and committed team. We offer competitive total compensation packages including a hybrid work environment, a shortened work week (35 hours per week) and flexible scheduling, and paid time off that includes up to fifteen vacation days, up to fifteen wellbeing days, and up to three personal days in the first year of employment. Additionally, we provide a generous health care and extended benefits package, including prescription drugs and dental coverage, a professional development allocation, and various learning opportunities.

Is this you?

You are passionate about mentoring girls and gender diverse and Two Spirit youth. It's your mission to create quality group programs and support our volunteer mentors so they can work towards helping participants develop a positive self-image and boost their self-esteem. You are a positive person who demonstrates self-awareness and has strong communication and presentation skills. You enjoy engaging with members of the community to build relationships that lead to potential partnerships or opportunities for youth and volunteer recruitment. You understand that monitoring mentoring relationships and instilling trust between volunteer mentors and program participants is key to ensuring safe and healthy mentoring relationships.

Big Sisters' group mentoring programs include My Voice, My Power! and our flagship program, Go Girls! Healthy Bodies, Healthy Minds. My Voice, My Power! is a newly launched after-school mentoring program designed to support gender-based violence prevention through group mentorship activities. Go Girls! Healthy Bodies, Healthy Minds focuses on promoting positive self-esteem, confidence, friendships, active living, and more.

These programs are currently tailored for students in grades 4–7 and are open to self-identified girls, as well as non-binary, trans, and Two Spirit youth. The Group Mentoring team is seeking an energetic, responsible, and positive individual with a strong commitment to our mission to join us. Our ideal candidate will bring a creative approach to program development, implementation, and monitoring, including the recruitment and screening of volunteers. They will oversee the overall operations and functions of all Group Mentoring Programs, ensuring their success and impact.

What you will be doing:

PROGRAM DELIVERY

- Recruiting, screening, and training potential volunteer mentors, including a cohort of practicum students
- Delivering group pre-match training to all volunteers and children/youth involved in the program
- Acting as a liaison between our organization, relevant school boards, and school personnel
- Building collaborative relationships with volunteer mentors and youth by providing continued support throughout their involvement with Big Sisters
- Matching volunteer mentors to schools and coordinating all program logistics
- Monitoring program delivery at multiple sites and ensuring that program standards are being met
- Supervising programs and providing support to mentors through the duration of the program
- Keeping track of supplies inventory to ensure that volunteer mentors have the resources they need to successfully host sessions
- Transporting items/supplies to school sessions as needed

DATABASE / CLIENT RECORDS MANAGEMENT

- Ensuring youth / client and volunteer files are accurate and up to date
- Maintaining confidential and accurate written case notes and program files
- Documenting interviews, check-ins, conversations, emails, etc. with mentoring groups; producing written summaries, assessments, and reports
- Maintaining security and confidentiality of child / youth / volunteer information in accordance with Agency policies and FOIPPA regulations

PROGRAM OPERATIONS

- Participating in the organization of, and offering suggestions on, agency activities, special events, scholarship applications, camps, and workshops
- Working to ensure the appropriate support of program participants within the constraints of organization resources
- Participating in evaluating the effectiveness and efficiency of the program and providing suggestions to modify programs and procedures
- Participating in ongoing trainings related to child & youth safety and wellbeing, JEDI implementation, anti-racism education, etc., as required
- Ensuring outcome measurements and evaluation tools for the program are maintained
- Providing regular program updates and statistical program information to the team and fundraising department

COMMUNITY OUTREACH

- Promoting Group Mentoring programs to schools & school boards across the Lower Mainland, primarily Surrey and Tri-Cities area.
- Participating in community outreach and partnership development activities, including public presentations and volunteer recruitment strategies
- Facilitating volunteer training sessions and workshops as required
- Attending evening and weekend events that support relationship building between the youth, volunteers, group mentoring coordinator, and organization

What you bring:

- You have a minimum 2-year post-secondary diploma with related work experience (required) or a bachelor's degree in social sciences or humanities (preferred)
- You have a valid driver's license and reliable access to a vehicle for out-of-office appointments
- You have at least two years of experience in not-for-profit program implementation, development, and coordination
- A confident public speaker, you are skilled in group leadership and facilitation, and are able to give presentations to a variety of audiences
- You have well-developed interpersonal skills, including written and oral communication
- You are a well-organized, mature self-starter with the ability to handle a wide variety of tasks
- You work well under high-stress situations and hard deadlines
- You are motivated by our mission to increase the confidence and self-esteem of youth in the Lower Mainland
- You are passionate about guiding and supporting mentors as they build relationships with their mentees
- You have a flexible schedule, with the ability to work some evenings and weekends
- You have experience working with youth and volunteers with a variety of lived experiences
- You are knowledgeable about child and adolescent development and the challenges facing adolescents and youth
- Experience working with a case management database is an asset
- Proficiency in additional language(s) is an asset

What we offer:

- An opportunity to do meaningful work and make a positive impact on the community
- A supportive, positive and engaging work environment
- A commitment to flexibility and work/life balance for employees
- An annual salary of \$50,500 plus a comprehensive benefits package
- Up to 15 vacation days, 15 wellbeing days, and 3 personal days within the first year of employment
- Commitment to training and development to support employee growth through our Pro-D benefit

This Position:

This is a permanent, full-time (35 hours/week) position reporting to our Vancouver office two days per week with the option to work from the office or from home for the balance of the week. Daytime travel and some evening and weekend work will be required which will be supported through flex / lieu time. Accommodation will be considered on request.

If this position sounds like you, please let us know why by submitting your resume and cover letter to jobs@bigsisters.bc.ca using the subject line: **Group Mentoring Coordinator**

Applications will be reviewed as they are received; this posting will close without notice when the position is filled.