



Full Time – Mentoring Facilitator

Responsible to : Executive Director
Date : Immediately
Full Time

Qualifications

1. **Minimum 2-years of experience working with children and a strong appreciation for the development of children and youth.**
2. Knowledge and use of Microsoft 365.
3. A valid driver's license, and access to a reliable vehicle.
4. Previous experience facilitating groups of children.
5. Provide a fun and inclusive environment.

GENERAL DUTIES

1. Provide program support as required.
2. Maintain effective working team relationship with BBBS staff.
3. Assist with Community Building/Fundraising events as required.

In addition to this, the agency requires the incumbent to have:

- effective oral and written communication skills
- strong problem-solving skills
- ability to provide a fun interactive environment for all ages and cultural backgrounds
- sound computer skills
- ability to work flexible hours, including some evenings, possibly weekends.

Function

The Mentoring Facilitator will receive ongoing training to provide casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. S/he will be responsible for matching volunteer mentors with children and youth, and to monitor those matches to ensure a fun and healthy development of the relationships; and to support the delivery and growth of all group mentoring programs, and In-school Mentoring within the organization.

This posting will remain open until a suitable candidate is found. Please email your cover letter and resume to the Executive Director
Holly.Stadnicki@bigbrothersbigsisters.ca