



Big Brothers Big Sisters OF WINNIPEG

P.R.I.S.M Mentoring Program Assistant Coordinator

JOB DESCRIPTION

Big Brothers Big Sisters of Winnipeg has been providing mentoring to Winnipeg's youth for 50 years. As we diversify and grow, develop innovative programs, and serve more youth in Winnipeg through creative collaborations, we are looking for a full-time (1-year term to start) program staff to join our P.R.I.S.M 2SLGBTQ+ mentoring program team.

Big Brothers Big Sisters of Winnipeg is dedicated to creating and continuing to build safe spaces for all people. We acknowledge the oppression and challenges faced by a multitude of marginalized groups and value lived experience. We encourage all applicants to submit and will be prioritizing Queer and BIPOC applicants at this time. We look forward to learning about you, your story, and what you would bring to our team.

You will specialize and be passionate about positive youth development, and understand the crucial impact of healthy relationships between caring folk.

You must have 2+ years of experience working with 2SLGBTQIA* youth following your educational requirement of a two-year degree or diploma in a human services field; Mental health/queer based training is an asset Counselling experience would be an asset or Mental Health Professional Development or Certificates; primary availability to work evening/weekends to accommodate client schedules, experience running youth programs or community engagement, strong understanding of anti-oppression best practices and experience working with individuals experiencing oppression; ability to support admin duties (scheduling, researching); Ability to work independently as well as within a small team dynamic. You enjoy facilitating group trainings. Organization and time management skills are a must.

You must be a quick learner, adaptable, and very comfortable with computers; able to type quickly, and accurately. Communication (oral and written) skills are an absolute must. A love of writing is definitely helpful, as is a joyful approach to dialogue. Curiosity is critical.

We are committed to having an inclusive team that represents the diversity of our clients and ask applicants to please self-identify in their cover letter.

You will be a key member of the program team who provides assessment, training, monitoring and support to volunteers and mentee. You will also be responsible for facilitating PRISM Group Programs both in-person and virtually.

RESPONSIBILITIES

The following are the key duties and responsibilities of the position:

- Supervising and supporting matches between adult and teen volunteer mentors and children to ensure Big Brothers Big Sisters of Canada's National Standards are maintained and the safety of children is upheld
- Assessment and screening of potential adult and teen volunteers
- Assessment and screening of potential children
- Delivering pre-match training to youth, and volunteers
- Matching adult and teen volunteers with children to ensure positive mentoring relationships are formed
- Facilitating Group PRISM programs both virtually and in-person
- Maintaining accurate match file records, ensuring that all required documentation is complete
- Discussing client planning and concerns with the Program Manager
- Engaging volunteers and mentees in problem solving processes where required
- Evaluating the effectiveness of service delivery programs as requested by Management
- Supporting other staff as requested by Management
- Submitting monthly, quarterly and annual caseload statistics
- Participating in other agency functions and activities as requested

Continued.



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QUALIFICATIONS

The following are the principal qualifications for this position:

Education:

- Bachelor's degree or 2 year diploma in social work, gender studies, education, family studies, psychology or other related field. (This is a mandatory qualification as required by National Standards)

Experience:

- Related experience in the social services sector, preferably related to mentoring
- Experience working with volunteers, families, kids, youth, schools, running school programs (ex. Teacher's Assistant or Teacher's Aid)
- Experience with case management, volunteers, and interviewing

Skills:

- Strong reading, writing and computer skills
- Knowledge of mentoring theory, principles, and practices
- Ability to work independently and with others
- Strong organizational and time management skills
- Outstanding interpersonal skills
- Excellent verbal and written communication
- Solid presenter and communicator
- Strong networking and relationship building skills: must have the ability to work cooperatively with staff, volunteers and associated agency contacts
- High attention to detail and ability to review own work
- Excellent problem solving ability – resourcefulness and resilience
- Knowledge of child abuse prevention
- Demonstrated abilities using Microsoft Office (Word, Excel, Outlook) and database experience

Personal Characteristics:

- Proven ability to work both independently and with a team
- Self-motivated and goal-oriented
- Creative and resourceful
- Passionate about mentoring
- Positive, solutions-based attitude
- Adaptable & open to change
- Enthusiastic about what Big Brothers Big Sisters is all about
- Contributes to positive culture of organization
- Desire to learn, grow and be coached

Experience:

- Related experience in the social services sector, preferably related to mentoring
- Experience working with volunteers, families, kids, youth, schools, running school programs (ex. Teacher's Assistant or Teacher's Aid)
- Experience with case management, volunteers, and interviewing

Other:

- A full Driver's license and vehicle
- Willingness and ability to travel when needed for matches, facilitation, meetings and training

Continued.



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JOB DETAILS:

You ABSOLUTELY MUST be able to work a varied schedule of 37.5 hours each week, completed mainly afternoons and evenings and some weekends in order to accommodate family and volunteer schedules. Schedules are flexible. You must have a smartphone and a valid drivers license.

Benefits are available if the term is renewed into a permanent position after the one year term.

Salary will be negotiated based on experience.

Job Type:

- Full-Time, Contract

Contract Length:

- 12 months

Salary:

- \$38,000.00-\$40,000.00 per year

COVID-19 CONSIDERATION:

- You will be working in person with vulnerable folx and should be fully vaccinated prior to your start date. You will spend time in person, in the office, and some time at home

HOW TO APPLY:

- Please include a cover letter with your application.
- Deadline is August 17th, 2021
- Applications should be emailed to Mackenzie Kolton, PRISM Program Coordinator.
 - mackenzie.kolton@bigbrothersbigsisters.ca