



Big Brothers Big Sisters

Vegreville Mentoring Facilitator

Big Brothers Big Sisters of Vegreville is part of Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area. We believe that supporting children and youth and unlocking their true potential creates a future where anything is possible. Our team works with community volunteers, partners and other supporters to provide caring mentoring relationships for children and youth.

Boys & Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position:

Competition Number: VMF – Vegreville Mentoring Facilitator

Position Available: One (1)

Status: Full-time Position (37.5 hours/week) – 7 month contract

Salary Range: \$41,995-46,355 annually

The key responsibilities of this position will include:

- Providing support to a caseload of children and youth in the Vegreville area, ensuring they have positive relationships with mentors in the community and their school environment.
- Providing support to group programming for youth in partnership with other local school and community agencies.
- Recruiting, screening, training and matching volunteers to children and youth while providing ongoing support to the matches.
- Liaising with schools and community organizations to determine children and youth who would benefit from a mentoring relationship.
- Building relationships with partners to understand community issues/trends.
- Maintaining casework notes, and other required reporting.

The successful candidate will have:

- A Degree or Diploma in a related human services field.
- A minimum of 3-4 years' experience in the human services sector.
- Previous experience in case management and/or working with volunteers.
- Demonstrated good communication skills.
- Ability to manage time effectively and be results oriented.
- Ability to work effectively with children and youth.
- A valid driver's license and vehicle.
- Knowledge of the Vegreville and surrounding area is a definite asset.
- A Security Clearance Check, Child Welfare Record Check no more than 6 months old are conditions of hire.



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Candidates must be capable of performing independently as well as part of a team environment and have excellent interpersonal skills.

Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a good place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.

Please forward your resume quoting the competition number listed by **November 24, 2017** to:

Attention: Human Resources
E-mail to kim.collister@bgcbigs.ca

No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.