



Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

A good place to be | start something

Enrollment Facilitator

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area is an organization that believes in the promise of all children. Our team works with community volunteers, partners and other supporters to create safe environments for children to be between school and home and to provide caring mentoring relationships for children and youth. In 2018, we expect to support nearly 5,000 kids and their families through a variety of programs.

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

Competition Number: EF0118 – Enrollment Facilitator

Position(s) Available: One (1)
Status: Full-Time temporary contract (37.5 hours/week)
Salary Range: \$40,971-46,355 annually

The key responsibilities of this position will include:

- Conducting volunteer enrollment for all agency programs including interviewing, assessing, recommending and supporting volunteers through the process to ensure they find an appropriate program match.
- Providing information for volunteers to learn about the variety of agency programs available and ensure the placement of volunteer coincides with programming needs.
- Supporting the Child and Family Facilitators by completing interviews, assessments and recommendations for children and families who wish to be part of the 1-1 program.
- Completing interview write-ups summarizing recommendations and reasons for program choice
- Creating positive relationship matches for children, families and volunteers
- Maintaining electronic casework notes, and other required reporting.

The successful candidate will have:

- A diploma or degree in a related human service field with a focus on coursework that includes volunteer management, child and youth development, social work, human ecology, psychology, sociology and education.
- A minimum of 2-3 years' combined experience in a role involved with volunteers, children and families, case management, volunteer management and partnership development.
- Demonstrated good communication skills (written and oral).
- Ability to manage time effectively and be results oriented.
- Ability to exercise good judgment and sound decision making.
- Experience working with volunteers and an understanding of volunteer processes.



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- The ability to work effectively with children and adults, with a solid understanding of child and youth issues.
- A valid driver's license and vehicle

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 great 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 **February 12th, 2018** to:

Attention: Human Resources
E-mail to kera.iwanyshyn@bgcbigs.ca

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