# Job Description- Weyburn Program Coordinator

**Responsible to:** Manager of Service Delivery and Director of Development and Communications
**Hours of work:** PT or FT available
**Salary:** $24.51/hour

**Applications (cover letter and resume) can be emailed to:** Dominika Krzeminska at dkrzeminska@bigbrothersbigsisters.ca

***Applications will be accepted until the position is filled.***

***We thank all who apply but only those chosen for interviews will be contacted.***

Are you looking to make a difference in our community? Would you like to use your human services background to enable life changing mentoring relationships for children and youth? Joining the team at Big Brothers Big Sisters of Weyburn will give you those opportunities and so many more.

Working closely with the Big Brothers Big Sisters of Regina and Area team, the Weyburn Program Coordinator will provide casework management in accordance with the National Standards set out by Big Brothers Big Sisters of Canada. They will be responsible for matching volunteer mentors with children and youth in the schools and in community-based programming that BBBS provides in Weyburn and surrounding area. This position is responsible for monitoring those matches to ensure the healthy development of mentoring relationships. The position will also develop and steward partnerships with other agencies, schools, funders and sponsors. The position will work within the guidelines, policies and mission of the Agency and will be accountable and responsible for specific projects as assigned.

We are looking for someone who loves to connect with the community and engage with their team, volunteers and families that we serve. They will have a high level of enthusiasm towards delivering various mentoring programs that aim to enhance children's social and emotional development. They are detail oriented and value the importance of proper documentation and well-maintained casework. They thrive in a role that provides opportunity to execute a diverse set of responsibilities that puts their organizational skills to the test. They enjoy a friendly and collaborative workspace that encourages open-communication, input and ideas.

They will practice from the Developmental Relationship Framework to ensure that interactions with youth include; expressing care, challenging growth, providing support, sharing power and expanding possibilities.

**KEY RESPONSIBILITIES**

Programming

- Will gather community feedback on programming needs and work with the Manager of Service Deliver to pursue the best course of action for mentoring programs for the children and youth of Weyburn and surrounding areas.
- Schedule, screen and conduct interviews and assess potential Mentors and other volunteers;
- Interview and assess each youth and family's suitability to receive the Agency's programming, based upon identified needs and family dynamics;
- Provide match support to volunteers, youth and families; using various methods, ranging from phone calls to in person contact;
- Facilitate Pre-Match Training to all youth, parents/guardians, and volunteers;
- Match each accepted volunteer to a compatible youth (and family situation);
- Plan and execute group programming according to agency standards;
- Provide information to parents and potential volunteers regarding programming, agency events and volunteer positions;
- Keep confidential and organized files related to all mentors, mentees and the subsequent matches;
- Become proficient using the online SDP database as well as Microsoft 365.
- Foster and support existing partnerships with schools, liaisons and organizations, creating new partnerships, as required by program needs;
- General office duties: criminal record check maintenance, coordination with workloads and audits, maintenance of closed files
- Any additional duties as required and dictated by supervisor

Program Development

- Provide input in the development, implementation, and evaluation of present and potential programs

Partnership Development

- Make referrals to the organizations and agencies that may provide beneficial services to families
- Liaison with schools, other youth service agencies, community groups, clubs, participants, volunteers, and the public in general
- Work with media and other promotional activities, as required. Assist in the development of print materials associated with the program
- Attend and represent BBBSS agency and programs as required at meetings and evening functions of related organizations

Fundraising

- Assist in ensuring adequate financial support from the community to sustain BBBS of Weyburn programming and develop annual fundraising plans.

Volunteer Recruitment

- To oversee the annual recruitment of volunteer mentors.

Operations

- Will supervise the operations of the local Weyburn office. This will include preparing budget and programming plans for the upcoming year for review with the ED and MSD.

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**Practice focus:**

Strengths-Based, Trauma Informed, Anti-oppressive, Youth Centered, Relationship-based, Leadership Development, Culturally Competent, Holistic Approach, Community-Development

## YOU WILL BRING

- A degree in the areas of social work, child and youth care, family studies, volunteer management, education, sociology, or psychology;
- Two-year diplomas in the above area will also be considered where there is relevant work experience;
- Relevant experience in the human/social services sector;
- We welcome candidates whose lived experience in Indigenous communities and/or community organizations inform their approach;
- Experience working with Indigenous youth and other diverse cultural backgrounds;
- Understanding of positive youth development;
- Organizational and time management skills;
- Ability to work independently with a problem-solving lens;
- Excellent writing and verbal communication skills;
- Excellent interpersonal and group facilitation skills;
- Strong computer skills in MS Office, excel, virtual platforms (e.g. Zoom) and other computer software;
- The ability to be flexible is key with this role as evening and weekend work will be required; and
- A valid driver's license and access to your own vehicle

***If you are not sure whether you fit the role, but are interested – send us an email and we'd be happy to chat!***

***Please note that this role is based in Weyburn, Saskatchewan.***

**Note:**
In accordance with the BBBS Criminal Record Check Policy, the position requires that the successful candidate provide a satisfactory Criminal Record and Vulnerable Sector Check as a condition of employment.

## WHAT WE OFFER

Our staff enjoy paid time off in December, Birthday Day, comprehensive benefits (FTE), RRSP matching (FTE), and a flexible working schedule. Our agency is committed to ongoing professional development and assisting staff in reaching their goals. Mentoring is what we do –

and we aim to foster that in all aspects of our organization. We are an inclusive, diverse and collaborative place to work, and we think we are pretty fun too!

If this sounds like a good fit, we would love to hear from you. Please clearly indicate in your cover letter how your skills, education and past experience would enable you to be successful in this role.