

**Position Posting – Summer BIG Fun Coordinator**

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| **Term of Employment:** | Start date: May 20, 2025  End date: August 29, 2025  30 hrs/week for 15 weeks |
| **Job Summary:** | The **BIG Fun Coordinator** is responsible for:  planning, and implementing Summer Kid Klub Mentoring Program, supporting Summer Tutoring.  Assisting with promotion and marketing events, participates in event planning, fundraising events and volunteer coordination to ensure the smooth running of the agency including assisting in other team projects when they arise.  May be required to represent the agency on occasion at events and activities. |
| **Duties & Responsibilities:** | **Case Management**   * Monitor mentor/mentee matches as requested * Monitor mentee family needs and provide support and resources * Update mentor and mentee records as requested   **Program Activities**   * Fulfill a mentoring role * Provide public education about the program * Plan and implement Summer Kids Klub in person program days * Support Summer tutoring as requested * Assist with reporting requirements * Perform other such duties as assigned   **Fundraising**   * Assist with recruiting, training, and supervising volunteers * Administrative fundraising assistance for the agency * Assist with coordinating and attending fundraising events * Assist in promotion and marketing of events |
| **Schedule:** | The position is office and community based.  Normal working hours are between 10:00am – 5:00 p.m. Monday to Friday with the occasional requirement to work outside these standard hours. |
| **Qualifications:** | **The successful candidate must possess the following qualifications:**   * Preference will be given to those with post-secondary education (completed or on-going) with a focus in human services -including social work, education and/or communications/marketing. * Strong computer skills with proficiency in Microsoft Suite including Office, Word, and Excel. * Ability to multi-task, direct work, stay organized and maintain a   strong attention to detail.   * The ability to complete time restricted deadlines while * maintaining accuracy. * Strong communication skills: the ability to maintain   professionalism and converse in-person and through written  correspondence with all levels of staff, stakeholders and the  public.   * Exceptional time-management skills with the ability to manage   competing priorities while maintaining accuracy.   * Ability to work independently and effectively within a team. * Ability to exude a high standard of ethics and confidentiality. * A valid Class 5 Driver’s License registered in Alberta or   Saskatchewan with an acceptable Driver’s Abstract is required.   * This position will be required to operate an agency vehicle for business purposes. |
| **Pre-Employment Requirements:** | * Satisfactory Criminal Record & Intervention Check * Successful applicant must provide proof of qualifications. * Applicants with international education will be required to   include an Academic Credential Assessment with application. |
| **Closing Date:** | * Deadline to apply is: April 1, 2025 |
| **Application Information:** | To apply, please submit a cover letter and resume to [jacqueline.weed@bigbrothersbigsisters.ca](mailto:jacqueline.weed@bigbrothersbigsisters.ca)  Big Brothers Big Sisters of Lloydminster is an equal opportunity employer. We are committed to an inclusive, barrier free recruitment and interview process and work environment.  We thank all applicants who apply; however, acknowledgement will only be forwarded to those applicants who are invited for an interview  If you have questions or require further information on this position, please contact us. |