



Position Posting – Mentoring Development Assistant

Term of Employment:	Full-Time, Term (Approximately 12 months)
Job Summary:	The Mentoring Development Assistant is responsible for recruitment and training of mentors and mentees, monitoring and supporting mentor/mentee matches, planning, and implementing program group activities. General fundraising/administration duties as and when required, to ensure the smooth running of the agency including assisting in other team projects when they arise. Will be included to represent the agency on occasion at events and activities.
Duties & Responsibilities:	<p>Volunteer Recruitment & Training</p> <ul style="list-style-type: none"> * Identify, recruit, and enroll volunteer mentors * Screen and interview prospective volunteers * Plan and implement mentoring training <p>Case Management</p> <ul style="list-style-type: none"> * Identify, recruit, and enroll mentees in the program * Match mentees with appropriate mentors * Monitor mentor/mentee matches * Monitor mentee family needs and provide support and resources * Update mentor and mentee records <p>Program Activities</p> <ul style="list-style-type: none"> * Attend trainings available to the program * Fulfill a mentoring role * Provide public education about the program * Assist with planning and implementation of mentor/mentee family group activities * Assist with reporting requirements * Perform other such duties as assigned <p>Fundraising</p> <ul style="list-style-type: none"> * Assist with recruiting, training, and supervising volunteers * Administrative fundraising assistance for the agency * Assist with coordinating and attending fundraising events
Schedule:	The position is office and community based. Normal working hours are between 9:00 a.m. – 5:30 p.m. Monday to Friday with the occasional requirement to work outside these standard hours.
Qualifications:	<p>The successful candidate must possess the following qualifications:</p> <ul style="list-style-type: none"> * Post secondary degree or diploma in Education, Social or Human Services, Child & Youth work, Family Study. * 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.

#3, 4301 49 Avenue, Lloydminster, SK S9V 0S5

Phone: 306-825-5757 | Fax: 306-825-5763 | <https://lloydminster.bigbrothersbigsisters.ca>

	<ul style="list-style-type: none"> * Strong communication skills: the ability to maintain professionalism and converse in-person and through written correspondence with all levels of staff, stakeholders and the general 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:	<ul style="list-style-type: none"> * 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 is to apply September 16, 2022
Application Information:	<p>To apply, please submit a cover letter and resume to brenda.robinson@bigbrothersbigsisters.ca</p> <p>Big Brothers Big Sisters of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us.</p>