



Position Posting – Mentoring Development Assistant

Term of Employment:	30 Hours per week
Job Summary:	The Mentoring Development Assistant is responsible for recruitment and training of mentors and mentees, monitoring and supporting mentor/mentee matches, and assisting with program group activities. General fundraising/administration duties as and when required.
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"> * Fulfill a mentoring role * Provide public education about the program * Assist with 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
Rate of Pay:	\$20.00 to \$23.00 per hour
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 Office 365 * 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 general public. * Exceptional time-management skills with the ability to manage competing priorities while maintaining accuracy.

	<ul style="list-style-type: none"> * 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
Closing Date:	* Deadline is to apply March 22, 2024
Application Information:	<p>To apply, please submit a cover letter, resume and at least 3 current references 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>