



Position: School Based Program Coordinator

Start Date: Immediate

Position Type: Contract from January 2020- December 2020 – 35 hours per week

About Us

Big Brothers Big Sisters of Waterloo Region (BBBSWR) is a leader in offering quality mentoring programs for children and youth in Kitchener, Waterloo, Cambridge and the surrounding Townships.

The Role

Big Brothers Big Sisters of Waterloo Region currently have an opening for a School Based Program Coordinator. This individual would be responsible for the implementation of the casework policies and procedures in accordance with the National Standards as outlined by Big Brothers Big Sisters of Canada. Reporting to the Service Delivery Manager in conjunction with the Chief Executive Officer, the Program Coordinator will be responsible for the matching, monitoring and support of their own caseload. This position is for 35 hours per week and requires a willingness to work flexible hours, including some evenings and occasional weekends. Consistent access to a reliable vehicle is required for travel through Waterloo Region.

What You'll Do

- Create matches based on client need and volunteer preference
- Liaise with teachers and school staff for the In-School Mentoring Program
- Monitor matches regularly in accordance with National Standards and provide service supports to the participants of the program
- Coordinate and provide Pre-Match Training to clients
- Complete all data entry as required for purposes of database maintenance and statistics
- Assist with other agency programs as required

Who You Are

- Post-secondary diploma or degree in social services, human services
- Minimum of 1-year experience working with children, volunteers and families in a similar capacity
- Excellent communication and interpersonal skills
- Demonstrated ability to take initiative, set priorities, meet deadlines and manage competing demands
- Strong computer skills
- Valid driver's licence, reliable vehicle and clear police check

What we offer

- Meaningful work
- Passionate team members
- Open concept office downtown Kitchener
- Casual dress code
- Flexible working hours
- Work life balance
- Opportunity to give back to your community



Salary:
\$17.00 per hour

Location:
Admin office: 30 Duke Street West, Unit 302, Kitchener

How to Apply:

Please apply by sending your resume or CV to Stacey Robertson, Service Delivery Manager, stacey.robertson@bbbswr.org. **In the email please answer the following questions:** 1. Why do you want to work for Big Brothers Big Sisters? 2) Tell us about a recent program or project you've been a part of and what you learned from it. Deadline January 23, 2020. Only those selected for an interview will be contacted. No additional emails or phone calls please.