



Big Brothers Big Sisters

Part-Time Lac La Biche Program Facilitator

Big Brothers Big Sisters of Lac La Biche is part of Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area. We believe that unlocking a child's true potential creates a future where anything is possible. Our team works with community volunteers, partners and other supporters to provide caring mentoring relationships for children and youth.

Boys & Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position(s):

Competition Number: LLB0822– Lac La Biche Program Facilitator

Position(s) Available: One (1)

Status: Part-time Temporary Position (30 hours/week) – 10 month contract

Salary Range: \$22.50-\$25.25 hourly

The key responsibilities of this position will include:

- Overseeing and providing school based mentoring programs including; in-school mentoring, high school teen mentoring and group mentoring to children and youth in Lac La Biche schools.
- Providing support to a caseload of mentoring matches between volunteers and children and youth for Lac La Biche schools, ensuring positive relationships occur.
- Supporting the recruiting, screening, training and matching of high school teen volunteers with children and monitoring those matches once completed.
- Preparing and delivering the orientation and training sessions to children, youth and volunteers.
- Providing support to group programming for youth in partnership with local schools
- Liaising with schools to determine which children and youth who would benefit from a mentoring relationship.
- Overseeing the scheduling of programs, the coordination of mentoring groups and problem solving scheduling conflicts.
- Building relationships with partners to understand community issues/trends.
- Ensuring that standards are met in terms of supervising school based matches, volunteer management and reporting.
- Maintaining casework notes, and other required reporting.
- Following all safety and cleaning protocols set out by AHS in order to safely run programming.

The successful candidate will have:

- University degree or college diploma in a related human service field. Individuals with an Education focus or background will be considered an asset.



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- 3-5 years combined experience in a role involved with child and youth programming, education, volunteer management and/or partnership development.
- Experience planning program in an educational or afterschool setting.
- Demonstrated good communication skills (both written and oral).
- Ability to exercise good judgment and sound decision making.
- Ability to work school hours during the week including occasion flexibility to provide early evening afterschool availability.
- A valid driver's license and vehicle.
- Knowledge of the Lac La Biche and surrounding area is a definite asset
- A Police Information Check and a Child and Youth Record Check no more than 6 months old are conditions of hire.

Candidates must be capable of performing independently as well as part of a team environment and have excellent interpersonal skills.

Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a good place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.

Please forward your resume quoting the competition number listed by **August 31, 2022** to:

Attention: Human Resources
E-mail to kim.collister@bgcbigs.ca

No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.