



Big Brothers Big Sisters

OF WILLIAMS LAKE

Program Co-Ordinator

Direct Supervisor: Executive Director

Job Type: Full-Time

Work Schedule: 35 Hours/Week

Salary: \$26.50/hr

<p>Responsibilities</p>	<ul style="list-style-type: none"> • Foster and support existing partnerships with schools and community while helping to create new partnerships, as required by programs needs • Maintain relationships with current Indigenous Advocates at Regina Public Schools and help build new relationships when needed • Interview and assess each youth’s suitability to receive the agency’s programming, based upon identified needs and family dynamics • Provide match support to volunteers, youth and liaisons; using various methods, ranging from phone calls to in person contact • Facilitate Pre-Match Training to all youth and community members • Match each accepted volunteer to a compatible youth. • Assist in program evaluations as needed • Provide information to parents/guardians regarding programming • Keep confidential and organized files related to all mentors, mentees and the subsequent matches • Assist the Service Delivery team with covering general casework, client training and group programming as needed • Assist with fundraising (including grant applications) and recruitment efforts when necessary • General office duties: criminal record check maintenance, coordination with workloads and audits, maintenance of closed files
<p>Qualifications</p>	<ul style="list-style-type: none"> • Minimum 2 year diploma in Human Service Worker • Relevant experience in the human/social services sector. • Understanding of positive youth development. • Organizational and time management skills. • Ability to work independently with a problem-solving lens. • Excellent writing and verbal communication skills/data entry & file management skills • Excellent interpersonal and group facilitation skills. • Strong computer skills in Office 365 programs, such as Word, Excel & SharePoint; Also CRM knowledge (Dynamics) • The ability to be flexible is key with this role as some evening and weekend work may be required. • A valid driver’s license and access to your own vehicle.
<p>To Apply</p>	<p>Please send a resume and cover letter to Kaitlyn Saunders, Executive Director at kaitlyn.saunders@bigbrothersbigsisters.ca</p>