



**Full-time Mentoring Coordinator**  
**One Year Contract Position (Subject to Renewal)**  
**(Remote/Hybrid)**

**Community-Based Mentoring Program – West Windsor**

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For 53 years, Big Brothers Big Sisters of Windsor Essex (BBBSWE) has been supporting children and youth by providing supportive, adult mentors to help ignite the power and potential of young people. All of our programs—whether they be the 1:1 matching or group sessions—have the gold standard of mentorship at their core.

We are searching for a new team member who will serve as a full-time Mentoring Coordinator in our signature one-to-one mentoring program. The primary function of this position is to promote awareness and expansion into the West Windsor Neighbourhood through outreach and volunteer recruitment initiatives, to recruit volunteers with lived experience in racial injustice, bullying, poverty and other challenges faced by waiting list children and youth, to provide match support to ensure child safety as well as constructive and satisfying mentoring relationships for positive outcomes for our participating young people.

As the successful candidate, you have a clear and strong social justice lens and the ability to focus on building and supporting healthy relationships as well as understanding systems of oppression and discrimination.

You enjoy collaborating with others and you genuinely enjoy connecting with colleagues and look forward to working collectively.

**Key Responsibilities**

- Recruitment of adult volunteer mentors through outreach activities, including community events, outreach to local business, community service organizations within the West Windsor Neighbourhood.
- Support match members, including mentees ("Littles"), mentors ("Bigs") and parents/guardians
- Welcome mentees and their families into BBBSWE's service through conducting formal intakes.
- Engage matches and families to ensure that relationships with BBBSWE are strong
- Support and participate in the match process

- Screening, training, and supervision of volunteer mentors.
- Participate in organizing match events, supportive experiences, scheduled check-ins and impromptu match support meetings
- Coordinate warm referrals for families, act as an open door to social services and support in the community
- Work collectively with the team on new and innovative program delivery ideas and initiatives while incorporating evidence based mentoring research into practice

## **Qualifications and Requirements**

- Social Work Degree preferred or relevant experience working with BIPOC youth, newcomers or other marginalized populations.
- Clinical skills of brief/crisis counselling, assessment and de-escalation techniques; experience in crisis work an asset
- Clear and empathetic understanding of poverty and systems of oppression
- Ability to create safe, thoughtful and meaningful relationships
- Keen self-awareness
- Strong problem solving and communication skills with the ability to be flexible
- Experience working with BIPOC and Newcomer communities
- Access to a reliable vehicle; adequate insurance coverage required
- Vulnerable police check required
- Ability to use Microsoft Office Suite required
- Able to work some evenings and weekends as required. A hybrid work model (home/office) is available.

***Big Brothers Big Sisters of Windsor Essex strives to build and maintain a team that reflects the diversity in our community. We welcome applicants of all faiths, cultural background, gender, race, orientation and ability.***

Please submit a resume and cover letter by Friday, January 7<sup>th</sup> to:

Rose Culmone - Director of Programs

[Rose.culmone@bigbrothersbigsisters.ca](mailto:Rose.culmone@bigbrothersbigsisters.ca)