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**Mentoring Coordinator (Caseworker)- Full Time 35 hours per week**

Big Brothers Big Sisters of North Simcoe is currently recruiting a Mentoring Coordinator (caseworker) for the agency.

The Mentoring Coordinator will provide casework management and services for relevant agency programs for volunteers, children and families in accordance with the Child Safety Standards of Big Brothers Big Sisters of Canada. Programs of the agency include 1:1 Matches, Big Bunch Group, and In School Mentoring.

**Minimum Education and Qualifications**

* Service delivery staff must have specific training in understanding human growth and development, appropriate interpersonal skills, interview/assessment techniques, child safety training and volunteer program management.
* A university degree or a two-year post-secondary diploma in a related field (education, child and youth worker, social services or equivalent)
* Sound judgement, empathy and emotional maturity
* Effective oral and written communication skill
* Strong problem-solving skills
* Ability to interact with people of all ages and various backgrounds
* Ability to work independently and as part of a team
* Sound computer skills
* Access to a vehicle with a valid Ontario Drivers license
* Satisfactory Criminal Record Check with Vulnerable Sector Screening

We thank all applicants in advance, however only those selected for an interview will be contacted.

Interested individuals should submit a resume and cover letter, preferably via email to the attention of:

JoAnn Stephan, Executive Director no later than June 4th ,2018

Email joanna@kidsdomatter.com

Fax (705) 528-6066