



Provincial Job Description

TITLE:
(344) Mentoring Program Coordinator

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates a community-based mentoring program.

QUALIFICATIONS:

- ◆ Allied Health diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Knowledge of youth and/or family service issues
- ◆ Knowledge of various cultures and traditions of the population, where required by the job
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience in program administration, coordinating volunteer services and/or programs and assessments with an at-risk population.

KEY ACTIVITIES:

A. Program Coordination

- ◆ Provides intake of clients through various processes (e.g., interview, drop in, group registration, presentations, appointment).
- ◆ Determines client needs and matches to volunteer skills for mentoring.
- ◆ Performs ongoing evaluation of client/volunteer matches.
- ◆ Develops, maintains and adjusts care plans.
- ◆ Develops/arranges programs/education to meet client needs.
- ◆ Plans, promotes and implements activities for volunteers and clients.
- ◆ Maintains client records.
- ◆ Advocates on behalf of client.
- ◆ Facilitates support groups for clients, where required.
- ◆ Liaises with other professionals (internal and external) to assist in meeting the needs of clients (e.g., personal enhancement, education, nutrition, recreation).
- ◆ Provides input into the development of policy and procedure manuals.
- ◆ Provides counselling for clients, where required.
- ◆ Coordinates clinical and counselling sessions for clients (e.g., Public Health Nurse, Elders, cultural leaders, guidance counsellors).
- ◆ Delivers workshops to clients (e.g., on site, classrooms, community centres).

B. Volunteer Coordination

- ◆ Recruits and screens volunteers.
- ◆ Provides orientation and training programs for volunteers.
- ◆ Provides supervision, support and evaluations for volunteers.
- ◆ Arranges volunteer recognition programs.
- ◆ Facilitates debriefing and/or sharing circles for volunteers.

C. Program Administration

- ◆ Develops promotional materials for public awareness.
- ◆ Provides public presentations on programs.
- ◆ Develops newsletters for distribution.
- ◆ Maintains program statistics and develops reports.
- ◆ Writes proposals and grant applications.
- ◆ Provides input into budget.
- ◆ Monitors, reviews and authorizes expenditures within assigned budget.
- ◆ Supervises activities and volunteers on and off site.
- ◆ May provide input into performance appraisals for volunteers.
- ◆ May participate in the interview process and coordination of orientation for Program Assistants.

D. Related Key Work Activities

- ◆ Provides support, guidance, advocacy and assistance to access community services and resources.
- ◆ Assists in coordinating housing and assists in family moves, where required by the job.
- ◆ Organizes child care and transportation, where required by the job.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 28, 2013