

The Family Education & Support Centre
is hiring for the position of

Youth Mentor Coordinator

Schools Out Program: Youth Mentor Coordinator

The overall goal of the School's Out Program is to provide inclusive, barrier free, after school programming for children of families living in Pitt Meadows and Maple Ridge. This position is for a Youth Mentor Coordinator for a volunteer mentoring component of the program (volunteers are between the ages of 15 and 29 years old). The volunteer component is designed to support children with additional needs who are participating in the School's Out program, through the recruitment of youth volunteers. The main role of the youth mentor coordinator is to supervise, train, and support youth volunteers in the program.

Job Details:

- 18 hours a week from September 3, 2024, to June 30, 2025
- Salary is \$22.91 hour
- Criminal Records Clearance Required
- This is a contracted 10-month position, with the possibility to renew for the following school year (depending on funders).

Responsibilities and Duties:

- Carry out all roles and responsibilities as related to the youth mentor volunteers.
- Identify and recruit mentor volunteers.
- Promote the mentor program with appropriate agencies/organizations, through flyers and social media posts.
- Work with children in the program who need additional support.
- Supervise youth volunteer mentors at the School's Out Program.
- Oversee a budget for the program, this includes purchasing supplies needed for the program, as well as submitting expenses accordingly.
- Offer access to workshops and training, in topics relating to employment, financial literacy, etc.
- Assist mentors with any job-related issues, concerns, questions, as needed. For example, help with writing a resume.
- Provide feedback and reports to youth on a regular basis.
- Provide feedback and reports to program funder when requested.

- Administrative work/computer work relevant to programming.
- Track mentor attendance and hours and sign off on school paperwork as needed.
- Work with other staff on site.
- Attend occasional Community of Practice Meetings hosted by the funder.

- Communicate with the Program Coordinator on a regular basis about needs and challenges, volunteer mentor availability, program content.
- This position works in partnership with the School's Out Program Coordinator and reports to the Executive Director.
- Must be available to be on site when after school programming is in session, between the hours of 1:30 to 4:30pm, Monday to Thursday alternating between Highland Park Elementary and Golden Ears Elementary.
- This job is a combination of in person/on site during programming, as well as work from the main office/work from home hybrid.
- Other duties/responsibilities as needed.

Skills and Abilities

- Ability to role model pro-social behaviour, empathy and understanding.
- Ability to respond to needs of children, including those with additional support needs.
- Relevant training and experience or a BA in relevant field.
- Excellent communication and interpersonal skills. This position requires working closely with program coordinator.
- Proven experience working with elementary school aged children.
- Proven experience working with high school aged children and young adults.
- Demonstrated ability to work independently with minimal direction, to problem solve, to take initiative, to anticipate potential problems/conflicts and take appropriate actions, to organize and prioritize work, and to meet deadlines.
- Duty to Report, knowledge of child protection requirements.
- Ability to work in a team setting.

**Submit Resumes and Cover Letters to:
The Family Education & Support Centre
22554 Lougheed Hwy.,
Maple Ridge, BC V2X 2V1
Attention: Jenny Earley
Fax: (604) 467-5668
Email: j.earley@familyed.ca**

Only those applicants selected for an interview will be contacted
This position will remain posted until filled.
Interviews will take place in August.