**The Family Education & Support Centre**

is hiring for the position of

United Way School’s Out Program Mentor/ Future Leaders Coordinator

**United Way Schools-Out Coordinator**

The overall goal of this program is to provide themed sessions of inclusive, barrier free, experience for children of families living in the Pitt Meadows/Maple Ridge Communities.

This position is for a Mentor Coordinator for a volunteer mentoring component. The volunteer mentoring component is designed to support children with additional needs who are participating in the School’s Out program.

**Future Leaders Coordinator (If funding is approved)**

Future Leaders is designed to provide youth with valuable work experience through volunteering. They will focus on enhancing their skill development, networks, and leadership skills. The youth in the program take on the role of mentor in the Schools Out Program (SOP). The participants in this program are all the same participants in the SOP. The mentors gain valuable experience through volunteering, that they can transfer to their future work/educational goals. The program is youth led and focused, which in turn will provide growth in leadership. The program will also focus on supplemental activities, such as workshops covering topics such as financial literacy and job-related skills. Future Leaders will have access to a network of opportunities, through our own agency, as well as other organizations in the community.

**Job Details for both:**

* Position is for United Way Future Leaders Coordinator
* 5 hours a week from September 6, 2022 to June 30, 2023
* Program is run in connection with the United Way School's Out Mentor Program
* Salary is $20.57 hour
* Criminal Records Clearance Required
* Total hours between Future Leaders and Mentor Coordinator is 16.5 hours a week
* Position is for United Way Schools-Out Mentor Coordinator
* 11.5 hrs a week from September 6 2022-June 30 2023. Included in those hours are 9hrs a week in person at 3 school locations for 3x 8-week programming within SD42. Remainer of the hours will be used for following up and for getting mentors for the program and below responsibilities.
* Salary $$20.57 hour
* Criminal Record check clearance required.
* Position starts September 6 2022 and ends June 30 2023.

**Responsibilities for both:**

United Way Future Leaders Coordinator

* Carry out all roles and responsibilities as related to the youth mentors
* Supervise youth volunteer mentors at School's Out Program
* Oversee a budget for the program
* Oversees honorariums for the youth in the program
* Purchase any supplies and materials needed in order to run the program, and submit receipts and expenses accordingly
* Offer access to workshops and training, offered through the United Way or other agencies, 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 United Way when requested
* Administrative work/computer work relevant to programming
* Track mentor attendance and hours, and sign off on school paperwork as needed

Attend occasional Community of Practice Meetings hosted by the United Way (via zoom)

United Way Schools-Out Mentor Coordinator

* Carry out all roles and responsibilities related to volunteer mentor program.
* Identify and recruit mentor volunteers.
* Support and facilitate work of volunteer mentors.
* Provide debrief and supervision outside of program time to volunteers mentors if needed.
* Communicate with the Program Coordinator on a regular basis about needs and challenges, volunteer mentor availability, program content.
* Work within program budget.
* Maintain mentor attendance and all relevant program records.
* Work with families whose children are attending the program including those whose children need additional support.
* Provide evaluation and feedback on program outputs as required by host agency and the United Way of British Columbia.
* This position works in partnership with the United Way School’s Out Program Coordinator and reports to the Executive Director
* On cite for the duration of the program.

**Skills and Abilities for both**

United Way Schools-Out Mentor Coordinator & United Way Future Leaders Coordinator

* 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.
* 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.
* Knowledge and skills working with children who need additional support to participate in programs.
* Ability to work in a team setting.
* Clean driving record and reliable use of personal vehicle.

**Submit Resumes and Cover Letters by 8am Tuesday September 6th 2022 to:**

**The Family Education & Support Centre**

**22554 Lougheed Hwy.,**

**Maple Ridge, BC V2X 2V1**

**Attention: Nikki Nevison**

**Fax: (604) 467-5668**

**Email: Communitydev@familyed.ca**

~Only those applicants selected for an interview will be contacted~