



# Big Brothers Big Sisters of Christchurch

## Mentoring Coordinator

<b>EMPLOYER:</b>	Big Brothers Big Sisters of Christchurch
<b>POSITION TITLE:</b>	Mentoring Coordinator
<b>SERVICE:</b>	Delivery of a Mentoring Programme for young people in Christchurch.
<b>HOURS:</b>	30-35 hours per week
<b>REPORTS TO:</b>	Manager
<b>FUNCTIONAL RELATIONSHIPS:</b>	Mentors, Local Schools, young people and their parents; Local community recruitment and referral agencies
<b>DATE WRITTEN:</b>	Feb 20

# PRINCIPAL

The principle objective of the Mentoring Project is to work alongside school and whanau to encourage healthy youth development by providing a mentoring service for individual young people aged 12-17 in Christchurch. The service programme involves getting alongside the individual young people that exhibit, particularly,

- low self esteem
- personal, social/relational difficulties
- vulnerabilities with the potential to impact on their well-being.

The Mentoring Coordinator is responsible to the Manager and will fulfill tasks as determined by them.

# POSITION

	KEY TASKS	OUTCOMES
1	MENTORING	MENTORING
	<p><b>Recruiting, screening and training volunteers</b></p> <ol style="list-style-type: none"> <li>Recruiting and screening volunteers –Volunteers recruited and vetted using BBBSNZ standards as minimum.</li> <li>Assist with the orientation training sessions for volunteers.</li> <li>Assess training needs of each mentor and link with other opportunities for training.</li> </ol>	<ul style="list-style-type: none"> <li>• 40-50 volunteers successfully matched.</li> <li>• Volunteer Intake Checklist and Applicant Assessments completed for all new volunteers before a match starts</li> <li>• Each mentor trained in basic areas of mentoring as covered in the orientation training.</li> <li>• Each mentor trained in other areas as required</li> </ul>
	<p><b>Finding children needing mentoring</b> Accessing, receiving referrals and screening the children needing mentoring</p>	<ul style="list-style-type: none"> <li>• School Based: Regular contact with school liaison at participating schools so suitable referrals can be made efficiently and in a timely manner.</li> <li>• Community Based: Connections with referral sources including relevant agencies in the local area.</li> <li>• Referrals all received, screened using child intake checklist.</li> <li>• Wait list of referrals kept and monitored regularly.</li> </ul>
	<p><b>Facilitating mentoring that brings about good outcomes for young people</b></p> <ol style="list-style-type: none"> <li>Make mentoring matches that are built to last</li> <li>Supporting matches to increase the length and impact of the match on the young person</li> </ol>	<ul style="list-style-type: none"> <li>• Rationale for suitability of each match documented</li> <li>• Regular (as prescribed by the Standards of Practise at BBBS in NZ) documented contact with volunteers, child and their parent (and school if appropriate) using Supervision Caselog.</li> </ul>

	<ul style="list-style-type: none"> <li>c. Ensuring the safety of the young people and volunteers in our programme.</li> <li>d. Assist the team in running termly events for volunteers and children to attend together.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor match activities and mentoring behavior are within best practice parameters.</li> <li>• Events run by the team where volunteers and young people feel supported.</li> </ul>
	<p><b>Supporting Volunteers</b></p> <ul style="list-style-type: none"> <li>a. Recognizing the voluntary nature of the volunteers, being available to listen carefully and support them appropriately throughout their match. Extra support is offered when there is crisis or challenges.</li> <li>b. Volunteers personal development and awareness increased through mentoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator available for volunteers as needed, sometimes out of normal work hours.</li> <li>• Volunteers are clear about their roles and the parameters of the relationship.</li> <li>• Volunteers report being supported and well understood by their coordinator.</li> <li>• Volunteers reflect that their experience is valuable for their personal development.</li> </ul>
	<p><b>Mentoring</b> Assist with mentoring where required</p>	<ul style="list-style-type: none"> <li>• Mentoring of at least one young person as agreed with Manager.</li> <li>• Role modeling of effective mentoring practice.</li> </ul>
<b>2</b>	<b>PERSONAL &amp; PROFESSIONAL DEVELOPMENT</b>	<b>PERSONAL &amp; PROFESSIONAL DEVELOPMENT</b>
	<p><b>Personal supervision</b> by a qualified person – financed by the Trust.</p>	Effective, appropriate supervision.
	<p><b>Keeping up to date with youth work practice</b></p> <ul style="list-style-type: none"> <li>a. Attending training as agreed</li> <li>b. Attending both local and citywide youth worker network meetings.</li> <li>c. Seeking out and utilising mentoring resource material.</li> </ul>	Ongoing evidence of professional and personal development.
	Develop and maintain own peer support and ensure appropriate time is given to personal study and refreshment	Appropriate, regular and helpful peer support maintained. Adequate refreshment achieved.
	Join Canterbury Youth Workers Collective (CYWC)	Active membership maintained or alternative association
<b>3</b>	<b>RELATIONSHIPS</b>	<b>RELATIONSHIPS</b>
	Maintain good relationships with Manager, other staff, and Trust members.	<ul style="list-style-type: none"> <li>• Attendance at staff meetings as required</li> <li>• Regular supervision with Manager</li> </ul>
	Maintain good relationships with Mentors, young people, Schools and parents/caregivers.	Good working relationships are maintained.

	Maintain good relationships with applicable Community Boards and Strengthening Community Advisers	Regular attendance at community network meetings in relevant CCC wards
	Maintain good relationships in the community, especially with potential recruitment and referral sources.	Good working relationships are maintained.
<b>4</b>	<b>REPORTING AND ACCOUNTABILITY</b>	<b>REPORTING AND ACCOUNTABILITY</b>
	To be accountable to the Manager	<ul style="list-style-type: none"> <li>•To complete all relevant accountability tracks including Volunteer Intake Checklist, Child Intake Checklist and supervision Caselogs</li> <li>•To provide periodic written Match Reports as required by Manager</li> </ul>
	Undertake all activities in accordance and compliance with the Best Practice Guidelines, Contracts, Arrangements and Complaints Procedures of the Project, and the C.Y.W.C.'s Code of Ethics.	Adhere to guidelines.
	To seek approval from Manager for budget setting and any expenditure beyond a given amount.	Approval sought
<b>6</b>	<b>HEALTH AND SAFETY</b>	<b>HEALTH AND SAFETY</b>
	Take all practical steps to ensure personal safety and the safety of others (in particular – risk assessments for outings).	Safe work practices and equipment at all times. Appropriate risk assessment and management carried out.
	Ensure personal work environment is safe and safety equipment is used when required.	Work environment maintained in safe condition, free of any potential hazards. Safety equipment used.
	Understand and fulfill health and safety responsibilities under the Health and Safety in Employment Act 1992.	Health and safety responsibilities under the Health and Safety Act understood and fulfilled conscientiously at all times.
	Understand and fulfill statutory requirements as an employee to report hazards, incidents or accidents to supervisors.	All hazards, incidents or accidents (either observed or experienced) reported within the same working day.
<b>7</b>	<b>GENERAL</b>	<b>GENERAL</b>
	Undertake such other related tasks and duties, as may be requested by the Trust Board from time to time.	Other related tasks and duties, which may be required from time to time, undertaken co-operatively.
<b>8</b>	<b>ADMINISTRATION</b>	<b>ADMINISTRATION</b>
	Undertake some administrative tasks as required by the manager.	Tasks completed within deadlines as defined by manager.

