



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

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<b>TITLE:</b>	Youth Career Mentor- Male and Female Volunteers Age 18 to 29
<b>DEPARTMENT:</b>	Family Services Department
<b>REPORTS TO:</b>	Immigrant Girls, Boys and More, Family Resource Network

This program will include mentorship services to enhance the career readiness of young immigrants and refugees ages 14 to 18, who are in a period of transition. Please note that all CIWA volunteers are required to provide a Calgary Policy Services security check.

#### **SUMMARY OF POSITION**

Volunteers will be paired with mentees in order to assist them with various tasks, such as career exploration, job shadowing, academic/career support and advice, scholarship/ university applications, among others. Minimum time commitment is 1 hour, twice per month, flexible days for one school year.

#### **DUTIES AND RESPONSIBILITIES**

- Attend required training
- Support immigrant youth through a one-on-one mentoring relationship
- Support participants with career planning, goal setting, and finding networking opportunities
- Help mentees build self-esteem, mutual respect, and intercultural understanding
- Be a role model and a friend
- Report mentoring activities, and volunteer hours

#### **STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality and professionalism at all times

#### **QUALIFICATIONS**

- Between 18-29 years of age
- Passion for working with immigrant youth
- Strong computer skills and familiar with online platforms such as Zoom, Teams, Microsoft Office
- Superior English language and communication skills – second language is an asset
- Reliable, punctual, detail-oriented, dedicated, responsible and organized
- Open minded, enthusiastic and motivated
- Understand and respect diversity
- Ability to work independently
- **Child welfare check required**

If interested, please contact:  
Volunteer Program  
Direct line 403-517-8830