



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Youth Career Exploration Mentor

DEPARTMENT: Family Services Department

REPORTS TO: Pathways to Success for Immigrant Youth Program

This program includes mentorship services to enhance the career readiness of immigrant girls ages 14 to 21. The project engages participants to build on their strengths and areas of interest to explore different education and career paths. All CIWA volunteers who work with youth are required to provide a Police Information Check and a Child Welfare Intervention Check. The Volunteer Program will provide all necessary paperwork to help you obtain these documents.

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. Meetings may be virtual. Minimum time commitment is 1 hour, twice per month, flexible days for a 6-month commitment.

DUTIES AND RESPONSIBILITIES

- Attend required trainings
- Support participants 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

- Women ages 18-35 with educational or career experience
- Passion for working with immigrant girls and sharing your experiences in career and education
- Strong computer skills and familiar with online platforms such as Zoom or MS Teams
- Excellent 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

If interested please contact:
Volunteer Program
Phone number: (403) 263-4414, Ext. 144
E-mail: volunteer@ciwa-online.com