



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Youth Career Exploration Mentor (Female volunteers ages 18 to 30)

DEPARTMENT: Family Services Department

REPORTS TO: Pathways to Success for Immigrant Youth

This program will include 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 are required to provide a Police Information 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 one hour, twice per month, with flexible days until March 2021.

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

- Females with educational or career experience, who are over 18 years of age
- Passion for working with immigrant girls and willingness to share personal experiences in career and education
- Strong computer skills and familiar with online platforms such as Zoom, Teams, Microsoft Office
- Superior English language 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
- Completed an Intervention Record Check

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