



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Youth Career Mentor

DEPARTMENT: Family Services Department

PROGRAM: Immigrant Girls, Boys and More - Family Resource Network

Volunteer mentors will make a difference in the lives of youth by supporting them through similar life experiences, help youth with career choices and professional development. Mentors will develop interpersonal and communication skills while learning and being inspired by their mentee.

SUMMARY OF POSITION

The mentor supports and encourages the professional development of the mentee and provides active guidance (such as career exploration, job shadowing, academic/career support and advice, scholarship/ university applications, etc.) to help youth achieve their goals while the mentor shares their experience and expertise as appropriate. The minimum time commitment is two hours per month from September – March with flexibility to choose best times to meet.

DUTIES AND RESPONSIBILITIES

- Attend required orientations in August and September
- Support immigrant youth through a one-on-one mentoring relationship
- Support participants with career planning, goal setting, finding networking opportunities, etc.
- Help mentees build self-esteem, mutual respect, and intercultural understanding
- Be a role model and a friend
- Report mentoring activities and volunteer hours
- Assist staff and join mentees on occasional group field trips (optional)

STANDARDS OF PERFORMANCE

- Committed to mentee for the entire year
- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality and professionalism at all times
- Volunteers will track and report their hours on a monthly basis

QUALIFICATIONS

- Mentors of any gender between 18-35 years of age
- Passion for working with immigrant youth
- Strong computer skills and familiar with online platforms
- Reliable, punctual, detail-oriented, dedicated, responsible, and organized
- Understand and respect diversity and culturally sensitive
- Ability to work independently

If interested please contact:

Volunteer Program: Debra Colley

Direct line: 403-517-8830 E-mail: volunteer@ciwa-online.com