



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 Coordinator

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

Volunteers will be paired with mentees ages 14-21 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 and/or in-person according to the needs of mentor and mentee. Minimum time commitment is 1 hour twice per month. We ask for a minimum of a 12-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

- Passion for working with immigrant girls and sharing your experiences in career and education
- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality and professionalism at all times
- Reliable, punctual, detail-oriented, dedicated, responsible, and organized

QUALIFICATIONS

- Females with educational or career experience in Canada (over 18 years of age)
- Strong computer skills and familiar with online platforms
- Superior English language and communication skills – second language is an asset
- Open minded, enthusiastic, and motivated
- Understand and respect diversity
- Ability to work independently

If interested, please contact:

Debra Colley

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