



## Volunteer Position Description

Job Title: Youth Mentor

Persons Served	<ul style="list-style-type: none"> <li>Youth Newcomers to Canada</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>Help newcomer youth in the community</li> <li>Assist newcomer youth with homework, group activities, tutoring and leadership training program</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>Sense of integration in Canadian culture</li> <li>Increased social and professional connectedness</li> <li>Increased participation in the wider community</li> <li>Reduced feelings of isolation</li> </ul>
Activities & Tasks	<ul style="list-style-type: none"> <li>Outings and meetings with newcomer youth</li> <li>Ongoing informal assessment of needs</li> <li>Timely communication with Program Leader</li> </ul>
Outline of Responsibilities	<ul style="list-style-type: none"> <li>Follow policies and procedures</li> <li>Report issues, concerns or incidents to Program Leader and/or Volunteer Coordinator</li> </ul>
Schedule & Commitment	<ul style="list-style-type: none"> <li>Meetings as needed, usually weekly</li> <li>Time arranged mutually, usually one or two hours</li> <li>Must be at least three meetings</li> </ul>
Boundaries & Limitations	<p>While you are providing social support for the newcomer, you are not their</p> <ul style="list-style-type: none"> <li>chauffeur</li> <li>money-lender</li> <li>paralegal or</li> <li>doctor</li> </ul>
Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> <li>Respect for cultural diversity</li> <li>Adequate command of English</li> <li>Some experience and training working with youth</li> </ul>

Personal Traits and Qualities Needed	<ul style="list-style-type: none"> <li>• Non-judgemental attitude</li> <li>• Ability to make others feel at ease</li> <li>• Good communication and interpersonal skills</li> </ul>
Orientation & Training Available	<ul style="list-style-type: none"> <li>• Orientation and training provided prior to placement or assignment, including handbook</li> <li>• Other training as needed or available</li> </ul>
Support, Supervision & Evaluation Provided	<ul style="list-style-type: none"> <li>• Reports directly to Program Leader and/or Volunteer Coordinator</li> <li>• Fills out monthly satisfactory surveys</li> <li>• Program Leader and/or Volunteer Coordinator follows up on a monthly basis at minimum</li> </ul>
Mandatory Activities	<ul style="list-style-type: none"> <li>• Orientation and training</li> <li>• Monthly satisfactory surveys</li> <li>• Referring all issues, concerns or incidents to the Program Leader and/or Volunteer Coordinator</li> </ul>
Setting & Location	<ul style="list-style-type: none"> <li>• Meetings at SECC offices, Leamington Complex, (i.e., public outings, churches etc.)</li> </ul>
Benefits to Volunteer	<ul style="list-style-type: none"> <li>• Learning about other cultures</li> <li>• Gaining experience working with newcomer youth</li> <li>• Potential for reference if desired</li> </ul>
Screening Measures	<ul style="list-style-type: none"> <li>• Volunteer application</li> <li>• Interview</li> <li>• Police records check</li> <li>• Reference check</li> <li>• Supervision, monitoring &amp; evaluations</li> </ul>