



Job Title:	<b>Mentorship Program Assistant</b>
Purpose:	As a Mentorship Program Assistant, you will have the opportunity to make a difference in the lives of <b>newcomer immigrant and refugee youth (Grades 7-12)</b> . This is your chance to help youth integrate into Canadian schools and communities, increase English Language skills, make new friends, and feel like they belong. You can achieve this by bringing your unique skills and personality traits to our diverse team. We encourage you to be enthusiastic, be accountable, and lead by example.
Duties & Responsibilities:	<ol style="list-style-type: none"> <li>1. Assist and participate in activities with youth and staff, in the classroom, on field trips, and during community events as directed by program staff</li> <li>2. Ensure the well-being of all participants by creating and maintaining a safe learning environment</li> <li>3. Be a positive role model by showcasing leadership skills and building relationships with youth</li> <li>4. Ensure all program participants are treated with respect and integrity</li> <li>5. Attend training, as required</li> </ol>
Time Requirement:	Volunteers may work up to 10 hours (generally between 3 pm to 6 pm) per month for the entire Fall or Winter-Spring term. <ul style="list-style-type: none"> <li>▪ <b>Fall Term:</b> Early October to mid-December (11 weeks)</li> <li>▪ <b>Winter-Spring Term:</b> Early February to mid-May (16 weeks)</li> </ul>
Location	The program is offered in selected schools throughout the city.
Skills & Qualifications:	<ul style="list-style-type: none"> <li>• Must be outgoing, able to approach youth to initiate conversation and relationship</li> <li>• Must be sensitive to cultural differences and the impact of previous experiences on youth</li> <li>• Must be 18 years old or older</li> <li>• Proficient in English</li> </ul>
Orientation and Training:	<ul style="list-style-type: none"> <li>• General CBFY and Mentorship Program Orientation/Training</li> <li>• Fall and Winter training focused on how to work effectively with immigrant and refugee youth.</li> </ul>
Supervision/ Staff Support:	Mentorship Program Assistants are under the direct supervision of Mentorship Program Youth Counsellors, but can also expect to interact regularly with, and be held accountable by the Mentorship Program Supervisor and Manager.
Benefits:	There are many benefits to volunteering with The Mentorship Program at The Calgary Bridge Foundation for Youth. Here are just a few: Learn about other cultures and share your own <ul style="list-style-type: none"> <li>• Make a tangible, measurable difference each and every day</li> <li>• Gain valuable professional and life experience</li> <li>• Receive a reference letter after one term of consistent volunteer service</li> <li>• Work alongside an exceptional team of people</li> <li>• Give back to the community</li> <li>• Change to be nominated as volunteer of the year awardee</li> </ul>
If you have any questions or concerns please feel free to contact Dinesh Koirala at <a href="mailto:dkoirala@cbfy.ca">dkoirala@cbfy.ca</a> or 403-230-7745 Ext. 603.	