

## POSITION DESCRIPTION



### Building Relationships and Initiating Change (BRIC) Program

<b>POSITION TITLE</b>	Volunteer Mentor
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<b>FULL-TIME/PART-TIME/CASUAL</b>	Casual – minimum two hours per fortnight. Additional hours when required.
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<b>REPORTS TO</b>	BRIC Project Officer
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<b>CONTACT</b>	Caitlin Wilks
<b>CONTACT PHONE NUMBER</b>	9340 3700

The Centre for Multicultural Youth (CMY) is a community based organisation that advocates for the needs of young people from migrant and refugee backgrounds.

The Centre has a priority focus on working with young people from refugee, migrant and newly arrived communities.

In supporting young people, CMY combines policy development and direct service delivery within a community development framework. This approach gives CMY strong connections with young people and their communities while enabling positive change on a local, state and national level.

#### PROGRAM AREA

*Building Relationships and Initiating Change (BRIC)* is new group mentoring program funded by the Office for Youth for three years (2009-11). It aims to support groups of young people from newly arrived and culturally and linguistically diverse (CLD) communities seeking to establish their own youth groups and/or youth-led initiatives. It will provide them with mentoring for one year to support their skill and knowledge development to achieve identified goals for their youth group and/or youth-led initiative.

The program will be delivered in two stages, with the first (until June 2010), providing support to 4-6 youth groups across the western suburbs of Melbourne (Cities of Brimbank, Wyndham, Hobsons Bay and Maribyrnong). Youth groups will be matched with 1-2 mentors to support their work and be offered CMY 'Short Burst' training covering a range of topics including; leadership, team building, project building, fundraising and media.

#### POSITION SUMMARY

The Volunteer BRIC Mentor will meet approximately once a fortnight for 2 hours with the youth group with which they are matched. Through the development of supportive relationships, mentors will share their skills, knowledge and experiences with young people to further develop the capacity of their youth-groups and/or youth-led initiatives.

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## ACCOUNTABILITIES

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- Actively work with the young people (Mentees) on developing as a group and/or towards a youth-led initiative.
- Meet with the group at least once a fortnight.
- Attend bi-monthly supervision/training sessions for mentors.
- Abide by the program's 'Mentor Code of Conduct'
- The Mentor has no financial responsibilities toward the Mentees and their family or friends.

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## KEY SELECTION CRITERIA

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- Be over 25 years old;
- Be a good listener and communicator, open and tolerant;
- Have interest in and empathy with young people from diverse faith and cultural backgrounds;
- Have the ability to reflect and comment on program activities throughout the project;
- Have the necessary skills and knowledge required to support the youth groups achieve their identified goals;
- Ability to commit to meeting with youth group for approximately 2 hours per fortnight (differing times) and attend bi-monthly mentor training/supervision sessions;
- Ability/preparedness to travel to locations in the western suburbs (Cities of Wyndham, Hobsons Bay, Maribyrnong and Brimbank) to meet with the youth group.

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## SELECTION PROCESS

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The selection process for mentors includes the successful completion of the following steps:

- i. Mentor Application Form;
- ii. Group interview;
- iii. Referee checks (personal and professional);
- iv. Police Check and Working With Children Check (where required);
- v. Mentor training;

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## ADDITIONAL INFORMATION

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- In the context of Occupational Health and Safety all volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.

I have read, understood and accept the above position description:

Volunteer Name

Volunteer Signature

\_\_\_\_\_ Date / /

Manager Name

Manager Signature

\_\_\_\_\_ Date / /