

POSITION DESCRIPTION

Building Relationships and Initiating Change (BRIC) Program



POSITION TITLE	Volunteer Mentor
FULL-TIME/PART-TIME/CASUAL	Casual – minimum two hours per fortnight. Additional hours when required.
REPORTS TO	BRIC Project Officer
CONTACT	Alice Chew
CONTACT PHONE NUMBER	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 a 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 is currently supporting 4-6 youth groups in the northern and western suburbs. The second phase of program delivery is due to begin in October, and will support 4-6 youth groups based in the south eastern Cities of Dandenong and Casey. Youth groups will be matched with 1-3 mentors to support their work and be offered CMY 'Short Burst' training covering a range of topics including: leadership, team building, project management, fundraising and media. Some of the project ideas explored by BRIC youth groups in the past include organising a community-sponsored entertainment night, starting a band, a literacy program for youth and establishing a soccer team with regular matches.

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 their group's youth-led initiatives. Mentors involved in the BRIC program may include students, professionals or volunteers who have a business background, experience in arts or sports projects, event management skills, or any other skills that may prove useful for the development of strong youth groups. Mentors will be matched with groups based on what skills they bring and what skills the group requires from a mentor to achieve its aims.

ACCOUNTABILITIES

- Actively work with the young people (mentees) on developing as a group and/or towards a youth-led initiative
- Initiate contact with the youth group for the duration of the program once the match is made
- Meet with the group 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

KEY SELECTION CRITERIA

- Be over 21 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 the youth group for approximately 2 hours per fortnight (differing times) and attend bi-monthly mentor training/supervision sessions;
- Ability to demonstrate flexibility, patience and persistence as a mentor;
- Ability/preparedness to travel to locations in the south eastern suburbs to meet with the youth group.

SELECTION PROCESS

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

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

ADDITIONAL INFORMATION

- 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 / /