



MENTOR VOLUNTEER POSITION DESCRIPTION

Purpose

To help empower professional newcomers through mentoring related activities using the valuable work experience and cultural knowledge of professional experienced Canadians

Commitment

- Regular contact with the mentee: one to two hours per week for four months
- Mutual agreement between the mentor and the mentee on where and when to meet
- Approaches for carrying out the mentoring activities

Qualifications Required

- A willingness to help a professional newcomer to enter the Canadian labour market
- A good understanding of the Canadian employment systems and current labour market
- Engaged into the Canadian workforce with a professional position
- Interest in people from other countries and cultures
- Previous multicultural experience an asset
- Empathetic, sensitive, responsible, and dedicated

Responsibilities

- To have weekly contact with the mentee
- To assist the mentee with:
 - Networking opportunities in your field of expertise
 - Understanding Canadian workplace culture
 - Identifying skills required by market demand
 - Improving professional terminology
 - Mastering self-marketing techniques and confidence building
 - Selecting technical skills, upgrading programs, and resources
 - Identifying and seizing employment or job training placement opportunities, direct observation or other ways to enhance mentee's work experience
 - Supporting and encouraging efforts to become professionally established
- To maintain communication with the Mentorship Program Staff in a regular basis
- To adhere to the Mentor Agreement and confidentiality of the program and client information

Benefits

- Opportunity to explore new cultures and contribute to the well-being of our community
- Enhance your leadership and coaching skills
- Personal professional development enhancement