

## **Volunteer Mentor 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 three months.
- Mutual agreement between the mentor and the mentee on where and when to meet.
- Approaches for carrying out the mentoring activities.

### **Qualifications Required**

- Integrated into the Canadian workforce through a professional role held for **three or more years**.
- 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.
- Interest in people from other countries and cultures.
- Previous multicultural experience an asset.
- Empathetic, sensitive, responsible, and dedicated.

### **Responsibilities**

- 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 on 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.