

## **GoTheDistance Mentorship Program Facilitator (VOLUNTEER)**

*Youth Rising Above (YRA) is an organization dedicated to inspiring, empowering and transforming the lives of the next generation...our youth!*

**Our Mission:** An inclusive and supportive space, including a knowledge exchange hub, where young people may access low-barrier opportunities through experiential learning focused on physical and mental health, education, and leadership development, to help overcome barriers caused by poverty.

**Our Vision:** A country where every young person has opportunities to live enriching and fulfilling lives through accessing innovative and engaging programs and services that are relevant and meaningful while being inspired to contribute to the well-being and vibrancy of their communities.

**Who We're Looking For:** YRA wants to ensure our youth receive quality service from dedicated, passionate and intrinsically driven team members, which is why we're first and foremost seeking team members who will embody our values of **loving** youth unconditionally no matter their circumstance; **supporting** youth to achieve personal wellness; **encouraging** youth despite the challenges they encounter; safely **challenging** youth to build resiliency and overall growth, and **transforming** youth to become changemakers in their own communities. If you're looking to support an organization that puts its people first, thereby ensuring our youth receive the best possible care, and if you're driven to lift others up, consider joining our team!

**Anticipated Start Date:** September 2022

**Hours:** 8-12 hours per month

**Location:** Remote

**Role Description:** Reporting to the Program Coordinator, this role will facilitate YRA's GTD Mentorship Program. GTD will consist of 10 mentors and up to 20 mentees, with mentorship focused in the areas of Career Development, Education or Life Skills. Mentees will be youth who are marginalized or impacted by poverty between the ages of 16-24 years old. The incumbent will be expected to examine program evaluations from the previous cohort and engage in program planning for the next cohort set to begin in September/October 2022. The Facilitator will create and distribute promotional materials for purposes of recruiting mentors and mentees, and lead screening and matching processes. This role will keep updated on best mentorship practices, arrange training materials and orientations, as well as, regularly facilitate and recruit relevant speakers for virtual mentor and mentee professional development events. The Facilitator will also be responsible for any wrap-around support needs from youth which may arise (such as issues with housing, income, etc.), which may lead to initial surface level case management, or referral to external community resources. The role will be expected to conduct ongoing program evaluations, and review mentor & mentee reflections on a biweekly basis to ensure that all participants remain engaged with the program expectations in a safe, and effective manner. The Facilitator will have a passion and understanding of youth development, serving youth who are impacted by poverty,, and providing guidance to adult mentors and youth mentees in a professional and ethical manner.

### **Responsibilities/Duties**

- Engage in program planning for the next cohort by examining program evaluations from prior cohort, brainstorming learning outcomes, and creating action plans for full cycle
- Revise program participation agreements that ensure mentors and mentees are proactively meeting program requirements and procedures

- Generate ideas for effective promotion of GTD to potential mentors and youth who are marginalized or impacted by poverty in the Greater Toronto Area, for recruitment of 10 mentors and up to 20 mentees annually
- Lead full recruitment cycle including developing application forms and interview templates, conducting screening process with support of team, and selecting candidates
- Spearhead a matching system for pairing mentors with mentees, and subsequently match them with support from YRA team members
- Consistently research and keep informed on best practices in mentorship
- Produce training materials for mentors and mentees, including planning and facilitating of mandatory training session for mentors, creating a short guide for mentees, and making reflection form for mentors and mentees to submit on a regular basis
- Act as first point of contact for mentors and mentees for all inquiries and concerns
- Plan and facilitate mandatory orientation session and year-end graduation ceremony
- Modify and create draft response templates for communications to mentors and mentees (such as administrative updates, reminders, events, etc.)
- Regularly send out relevant communications to mentors and mentees
- Review reflections and address concerns in a professional and timely manner
- Resolve participant issues, as well as, escalate issues to Coordinator appropriately
- Come up with creative ways to engage youth, and facilitate virtual events for mentors and mentees, such as, social gatherings, check-ins, and learning opportunities
- Ensure that YRA social media pages have ongoing posts about program, including photos and quotes from mentor/mentee sessions and events, as well as, program testimonials
- Attend monthly YRA meetings to provide periodic updates about GTD and support with strategic planning for other ongoing YRA initiatives
- Meet with Coordinator weekly/biweekly pre-program start and monthly during program period for updates about program and consultation on pressing matters
- Prepare year-end program evaluation for cohort
- Any other duties as assigned by the supervisor

## **Qualifications**

- A strong intrinsic desire to serve youth at-risk through a start-up non-profit organization capacity
- Extensive interest in issues affecting youth impacted by poverty, or willingness and openness to learn
- Minimum of two years proven experience working with youth or marginalized youth populations, preferably in a mentoring, advising or facilitation role
- Strong understanding of cyclical processes
- Excellent organizational skills and an attention to detail
- Ability to prioritize multiple tasks and undertake them while working under pressure
- Exceptional problem-solving and conflict resolution skills
- Excellent abilities in written, oral, and visual communication
- Excellent strategic and analytical thinking skills
- Must be coachable and willing to take initiative
- A desire to further grow GTD to be a program of choice across the country

YRA welcomes and encourages applications from persons of any gender identity, sexual orientation, persons with disabilities, members of visible minorities and Indigenous candidates. Should any accommodations be required during the application process, candidates are encouraged to contact YRA at [info@youthrisingabove.org](mailto:info@youthrisingabove.org)

More information about YRA can be found at <https://youthrisingabove.org/>

*Interested applicants can email the Executive Director at [janinen@youthrisingabove.org](mailto:janinen@youthrisingabove.org) with their resume and cover letter. Candidates are encouraged to send their applications by August 31, 2022, by 11:59 pm. Please quote "Database Administrator" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*