

## YOUTH WITHOUT BORDERS STRIDE PERSONAL DEVELOPMENT WEEKEND FOR YOUTH MIGRANT REFUGEE WOMEN OF COLOUR – MENTEE COORDINATOR VOLUNTEER POSITION

<b>Position Title</b>	Mentee Coordinator
<b>Location</b>	Brisbane, Australia
<b>Reports to</b>	Project Coordinator Jenny Liu
<b>Salary Range</b>	Volunteer Role
<b>Hours</b>	Part-Time (on average of 5 hours per week) variable depending on proximity to project/deadlines.

### BACKGROUND

Youth Without Borders is a youth led, youth run organisation that empowers youth to work together for the implementation of positive change in their communities.

Stride, a Youth Without Borders Project, is a personal development weekend to empower young women from refugee migrant backgrounds towards achieving their goals via connecting and learning from youth mentors who are established young women of colour within Australia.

The personal development weekend will be held over 2-3 days and involve a combination of:

- hands on interactive activities
- talks from motivational speakers
- discussion around career pathways
- discussions around the cultural context in modern Australia
- personal reflection and goal setting

### KEY AREAS OF RESPONSIBILITY

The Mentee Coordinator will have both specific responsibilities as part of the organising committee but will also be a mentor during the professional development weekend. For mentoring responsibilities please click [here](#).

As a mentee coordinator you will work with the Project Coordinator to deliver the below:

- Develop a criteria for mentee selection and a advertising and recruitment plan
- Develop upon and distribute acceptance packs to our mentees. This will include practical things like what to bring lists, and forms for guardians to sign as collating information on mentors to allow tailoring of the program for maximum impact
- Coordinate and account for signed participation and media acceptance forms from all mentee attendees
- Build upon the already developed surveys that will be utilised pre, post and 3 months post the camp to evaluate the effectiveness of the personal development weekend.

- Work with the Logistics Coordinator to coordinate the travel logistics of all mentees to and from the camp
- Create a Facebook group/ social media community for the mentees to facilitate the establishment of a community post camp (for photo sharing etc)
- Work with the mentor coordinator to execute the 3-months follow up.
- Participate in the assessment and review of the overall program to develop recommendations for improvements.
- Other duties as assigned.

#### KEY RESULT AREAS

- Mentees are selected in a timely manner
- Mentees receive acceptance packs in a timely manner
- All forms to be signed by guardians are returned and accounted for in a timely manner
- Create surveys that allow insightful statistic information about the program to be collated
- Develop a post project report with recommendations for next year
- Leave a legacy of clear documentation on how to conduct the role to pass onto the next generation of volunteers who will run the program

#### ORGANISATIONAL CULTURE AND TEAMWORK

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission
- Actively seek to understand, represent and support Youth Without Borders's vision and values and organizational position to all stakeholders, internally and externally.
- Actively contribute to a positive workplace culture in accordance with Youth Without Border's Code of Conduct, Policies & Procedures.

Link to YWB Mission, Vision, Values: <http://youthwithoutborders.com.au/who-we-are/>

#### SELECTION CRITERIA

1. Any experience in leaderships positions and/or volunteer
2. Demonstrated ability to implement and maintain efficient records management systems and in particular risk management
3. Excellent written and interpersonal skills with an ability to communicate instructions and think laterally to solve problems, coupled with an ability to work both autonomously (self starter) and as a productive member of the team.
4. Demonstrated highly effective time management skills, highly organised and ability to prioritise workload and ability to coordinate multiple projects / events and meet deadlines.



5. Must successfully undertake relevant police/working with children checks
6. Demonstrated understanding of the culture of the organization and belief in the mission, vision and objects.

