

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

Position Title	Mentor Coordinator
Location	Brisbane, Australia
Reports to	Project Coordinator Jenny Liu
Salary Range	Volunteer Role
Hours	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

As a mentor coordinator you will work with help of the Project Coordinator to deliver the below:

- Recruiting and training an awesome team of young women to help facilitate the camp and provide support to the project team when needed by:
 - Modify/build upon the existing mentor selection criteria
 - Develop a targeted plan for advertising and recruitment
 - Organising a staff selection and staff training days
- Work with the Logistics Coordinator to:
 - develop the staffing matrixes that will be used to timetable the camp,
 - assign mentors to organize and facilitate the camp activities
 - organize travel logistics of all mentors to and from the camp

- Develop and distribute acceptance packs to our mentors. This will include things like what to bring lists, permission forms and personal information surveys (emergence contacts, dietary requirements etc.)
- Coordinate and account for signed participation and media acceptance forms from all mentors
- Facilitate the during camp and large post project feedback and debrief with all the mentors
- Participate in the assessment and review of the overall program to develop recommendations for improvements.
- Other duties as assigned.

KEY RESULT AREAS

- Mentors are recruited in a timely manner
- All mentor consent forms are returned and accounted for in a timely manner
- Organise and execute the mentor selection and training days on schedule
- Create debriefs that allow insightful statistic information about the program to be collated from the mentors
- 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.

