

JOB PROFILE

DATE:	April 2015
JOB CLASSIFICATION:	Youth Mentor
REPORT TO:	Youth Mentor Program Supervisor

Catholic Family Services is a registered non-profit charity. The organization's primary purpose is to provide counselling services for individuals, families and other related issues. The Youth Development Program is an individual program of Catholic Family Services that provides mentoring support services to at-risk youth. Youth are paired with an adult worker who engages them in recreational and educational activities on a one-on-one basis.

Purpose of Position:

This program provides individualized support services for youth who are experiencing isolation, conflict and instability in their life. The purpose of the program is to develop a meaningful relationship of support with an adult outside of a caregiver or childcare provider role and explore activities that enhance identity, self-worth, communication and coping skills for home life, peer group and community. The program serves both male and female youth between the ages of 6 and 18. The Unit Manager for Support Services oversees the program and provides supervision, support and program evaluation and development for the Youth Mentor Program Supervisor.

Key Responsibilities:

- Engage the youth in fun educational and recreational activities on a consistent and reliable basis, according to the MSS contract parameters.
- Timely submission of monthly reports and paperwork.
- Maintain appropriate and professional boundaries with youth.
- Attend scheduled staff meetings and individual supervision meetings.
- Adhere to the procedures or the Youth Mentor Policy

Skills and Competencies

Incumbent must possess, minimally, a high school diploma, experience working with children/youth, and an aptitude for developing effective interpersonal relationships.

You must also possess the following skills, abilities and requirements:

- Strong oral, written and interpersonal communication skills
- Strong organizational/time management skills
- Ability to build and sustain effective working relationships
- Initiative to get work done effectively and efficiently
- High degree of integrity, determination and flexibility
- Maintain confidentiality with sensitive materials
- Ability to work as part of a team to accomplish goals

I have read and understand the job description.

Name

Date