



## VOLUNTEER ROLE DESCRIPTION:

### VOLUNTEER MENTOR

#### **Role Purpose:**

As a Volunteer Mentor, you will be part of a team of volunteers at the New Canadians Centre (NCC) who are passionate about supporting newcomers in meeting their individual employment, life-skills, and peer/social-connection goals. Volunteer Mentors work either one-on-one or in a staff-led group setting. Through these interactions, you will get the opportunity to share and learn from new immigrants and refugees, helping to build healthy and caring community connections that foster belonging, confidence, and peer support. Volunteer Mentoring will be focused on one or more of the following areas:

- 1) **Employment** – One-on-one job navigation and skills development for an intended occupation,
- 2) **Life Skills** – One-on-one digital-literacy support to help better navigate daily Canadian life and
- 3) **Peer/Social Connection** – Group activities that support making friends and social networks.

#### **Duties and Responsibilities**

- Build intentional relationships with assigned mentees based on their individual goals and in alignment with NCC's mission, vision, and values.
- Follow the code-of-conduct guidelines established for each mentoring area to establish healthy boundaries and positive mentoring relationships.
- Clearly understand the scope of each mentoring area and set clear boundaries with mentees about expectations and limitations.
- Consult with NCC staff as needed to help mentees work towards their goals. Meetings may take place at NCC, during NCC programs, or in appropriate public settings.
- Provide ongoing feedback to staff leads regarding progress, challenges, and barriers, as well as suggestions for additional resources or opportunities that may support goal achievement.

#### **Qualifications**

- Experience with career exploration and goal setting, developing practical skills for daily life in Canada, and/or building a sense of community as a newcomer.
- Enthusiasm for welcoming newcomers to Peterborough and Northumberland and a commitment addressing the isolation of settling in a new country.
- Flexibility to coordinate schedules with mentees, with meetings occurring in a variety of locations and formats on a regular basis.
- Strong encouragement and feedback-giving skills to support and provide information to new Canadians as they embark on their individual settlement and immigration journeys.
- A dedication to empowering NCC community members to set and achieve their own employment, life-skills, and peer/social-connection goals.

#### **Accountability/Reporting:**

Volunteer Mentors will work closely with the Employment Services team for Employment Mentoring, the Life Skills Worker for Life Skills Mentoring and the Volunteer Engagement Coordinator for Peer/Social Connection Mentoring.

Everyone  
welcome.

