



Town of Drayton Valley

EMPLOYMENT OPPORTUNITY

Position Title	Mentor-Connector	Closing Date	October 1, 2010
Department	Community Services	Reporting To	Annette Driessen, Director of Community Services
Level / Grade	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Contract <input type="checkbox"/>		

General Description

The "Mentor Connector" Response Team is an exciting initiative for the Drayton Valley community and presents an excellent opportunity for someone looking to gain huge rewards in positively impacting the lives of at-risk youth. Managed through the Town of Drayton Valley, the Program is looking for an energetic and passionate individual who will serve as the program's "Mentor-Connector". The Mentor-Connector will work with the community, its agencies, and its organizations to facilitate and coordinate initiatives that support the connecting of at-risk youth to mentorship opportunities.

The candidate shares in our passion for youth engagement and understands the need for the delivery of youth mentorship opportunities. The candidate has exceptional organizational skills and a strong work ethic. Most importantly, the candidate has the capability to relate to youth and build positive relationships with the youth.

Responsibilities

Mission

To connect children, youth, young adults with the community through mentorship and leadership opportunities. Mentoring relationships enrich lives – both for young people and for adult mentors. We've also learned that to make youth mentorship opportunities a reality, we need the help of caring, volunteer mentors who believe in giving young people a chance to improve their lives

Responsibilities will include but are not limited to:

- To set up mentoring opportunities, understanding the parameters of: confidentiality, background checks, scheduling with schools, scheduling with facilities, relationship with family, etc;
- Building an inventory of mentorship and leadership opportunities;
- Establish a recognition program for mentors, and to implement the program;
- Work within the established mentor screening process and implement process to create mentor opportunities;
- Act as a liaison between mentors and youth;

- To work with and be the administrative arm for the Mentor Connector Response Team, which consists of representatives from the local RCMP, Town of Drayton Valley, Drayton Valley and District Family and Community Support Services, schools, businesses, and community organizations;
- Preparing reports, advertisements, marketing material and correspondence to support activities undertaken;
- Making presentations to and working with local agencies, institutions and businesses to further the development of mentors and activities/programs that support at-risk youth;
- Evaluating the activities and initiatives undertaken in an effort to enhance subsequent programming;
- To foster a sense of community pride in the youth and all community members engaged in the program;
- To treat mentors and youth with respect and understanding;
- To provide education and workshops to mentorship providers to encourage an environment that motivates on all levels: cognitive, social, emotional, and physical;
- Attend the community meetings as directed through Mentor Connector Response Team;
- Develop collaborations that lead to the sustainability of the program;
- To act upon referrals from local agencies in regard to connecting at-risk youth with mentorship and/or leadership opportunities;
- Engage community volunteers who collaborate in the development of mentorship and/or leadership opportunities;
- Facilitate the building of a positive relationship between at-risk youth and their mentors;
- Work with youth to prepare them and help them set realistic expectations for the mentoring relationship;
- Facilitate meetings between youth, parents, and mentor if required and assist in creating a schedule for the mentoring;
- The Mentor Connector is directly supervised by the FCSS Program Manager and is to consult with the Program Manager on any problems or difficulties in dealings with the delivery of the program;

Qualifications

- A Diploma in Social Work or related field is preferred, however experience and knowledge will be considered.
- The successful applicant will be a motivated self-starter who has excellent communication and programming skills.
- Computer competency is an essential requirement.
- Collaborates and interacts effectively with management committee, peers, and youth.
- Organization and time management skills.
- Flexibility and adaptability.
- A minimum of 2 years experience working with youth programs, social services or related fields.

Salary / Benefits

Salary will be commensurate with education and experience and will range from

\$45,000 – \$55,000 per year

plus applicable benefits

Additional Information

The successful candidate must be prepared to work flexible hours to accommodate planned activities and meet with local stakeholders.

If you are a person who likes being challenged then we would like to hear from you. Please submit your resume, with a cover letter outlining your qualifications and experience as well as three references to:

The Selection Committee
Mentor Connector Response Team
Town of Drayton Valley
Box 6837
Drayton Valley, AB, T7A 1A1

Application Deadline: **Friday, October 1, 2010 (or until suitable candidate is found)**

For more information please phone 780.514.2232.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.