

MENTOR JOB DESCRIPTION

Position

MENTOR

Contact

Richelle Clark

Projects & Events Assistant

Workforce Development Board

159 King Street, Suite 208, Peterborough, ON K9J 2R8

Phone (705) 749-3250 ext. 16; Fax (705) 749-3162; Email: rclark@wdb.ca



Purpose

Help to empower professional newcomers through friendship, using the valuable work experience and cultural knowledge of professional experienced Canadians

Commitment

- 1.5 hours of training
- 4 to 6 months
- Regular contact of 1-2 hours/week
- Volunteers and newcomers agree together on where and when to meet

Qualifications Required

- A willingness to help a professional newcomer to penetrate the Canadian labour market
- A good understanding of the local labour market
- Engaged in the Canadian workforce with a professional position
- Interest in people from other countries and cultures
- Previous multicultural experience an asset
- Empathetic, sensitive, responsible, initiative

Responsibilities

- To make contact with the newcomer on regular basis
- To assist the newcomer with :
 - Networking and partnership opportunities
 - Understanding Canadian workplace culture
 - Identifying skills required by market demand
 - Improving professional terminology
 - Mastering self-marketing techniques and confidence building
 - Selecting technical skills, upgrading programs, and resources
 - Establishing professional networks
 - Identifying and seizing employment or job training placement opportunities
 - Supporting and encouraging efforts to become professionally established
- To maintain communication with the Mentorship Program staff (keep them updated regarding the match and provide feedback)
- To adhere to agency rules and procedures, and confidentiality of agency and client information

Benefits

- Opportunity to explore new cultures
- Increase your network of contacts with people who are interested in your field
- Gain an understanding of immigration issues, languages, and community development
- Develop stronger leadership and coaching skills
- Learn about your field from an international perspective