



**JUNIOR STAFF MENTORSHIP
PROGRAM MANUAL
2018 – 2019**

“Never confuse grades with potential.”

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CAREER TREK OVERVIEW

WHAT IS CAREER TREK?

Career Trek is a not-for-profit organization that helps young people, who would most benefit from our programming, to discover post secondary education. The vision is simple: help build a Manitoba where everybody can realize his or her full career or educational potential.

Youth are offered hands on experience in different occupations as a way of getting them excited about one day pursuing post secondary education. Career Trek hopes to give youth a chance to decide which professions they might enjoy and which ones they might not before they have to make tough decisions that influence their future success. Participants gain greater self-awareness, increase their knowledge about occupational opportunities, make new friends while learning about the value of work to them as individuals and their community.

MEET THE TEAM

CAMPUS COORDINATOR (CC)

The Campus Coordinator is the person that organizes much of what occurs at the Campuses we visit. They are in charge of staff, Junior Staff and participants. They ensure that everything runs smoothly.

If a Junior Staff Mentor has any questions or problems, they are encouraged to speak to the Instructor or Group Leader to which they are assigned. However, if this is either impossible or uncomfortable, they may opt to speak with the Campus Coordinator instead.

CAMPUS ASSISTANT (CA)

Under the direction of the Campus Coordinator, the Campus Assistant provides support on campus. They assist the Campus Coordinator with the completion of daily tasks and help wherever they are needed.

INSTRUCTORS (INS)

Instructors teach the curriculum to the participants, they are responsible for organizing and facilitating lessons. Junior Staff may be assigned to an Instructor and may be asked to assist or lead the instruction of a lesson.

GROUP LEADERS (GL)

Group Leaders supervise the participants throughout the course of their day, manage behavior problems and notify the Campus Coordinator of absences. Junior staff may be assigned to a Group Leader and may be asked to assist with Group Leader tasks.

PROJECT COORDINATOR

The Project Coordinator works with the Program Manager to ensure high quality programming. They are primarily responsible for overseeing every Tuesday and Thursday of programming. On a program day, they will be present at the campuses working alongside staff and junior staff mentors. **They are the primary contact for the Junior Staff.**

PROGRAM MANAGER

The Program Manager (After School Program Manager) oversees all of Career Trek's after school programs – including the SOSD Project. They are responsible for ensuring high quality programming. The Program Manager makes occasional visits to each program.

PROGRAM DIRECTOR

The Program Director supervises all Career Trek programs and projects. They are highly involved in the direction that all the programs take and therefore will make themselves present at any and all the Career Trek programs as frequently as possible. They provide additional guidance to the Program Managers and Project Coordinators.

FOUNDER

Darrell Cole created Career Trek in 1966 and since that time it has grown into an organization with a number of different facets. If it were not for Darrell Cole, Career Trek would not be what and where it is today.

JUNIOR STAFF MENTORSHIP PROGRAM

WHAT IS A JUNIOR STAFF MENTOR?

Junior Staff Mentors are high school students in grades 11 or 12. They have the desire to empower, inspire and positively impact the lives of current Career Trek participants. SOSD Junior Staff Mentors have the option to come both Tuesdays and Thursdays for the full duration of the program, or choose to come once a week for the 12 weeks. They are assigned to various staff to assist them during programming while gaining valuable skills and creating a career development plan.

Junior Staff Mentors enrich the program by creating a link between staff and students. They get the opportunity to experience career education first hand by interacting and building relationships with the participants and staff members. As role models to program participants, Junior Staff Mentors have an opportunity to help children see the importance of developing life skills. They are encouraged to take on a leadership role and participate in delivering Career Trek programming while fostering the growth of their own skills.

PROGRAM COMPLETION REQUIREMENTS AND EXPECTATIONS

This is a **program** and not “just a volunteer placement” and although volunteering your time is part of the program, we also wish to push you to achieve personal growth and self-discovery.

JUNIOR STAFF MENTOR GENERAL EXPECTATIONS

We have some general expectations of our Junior Staff Mentors while they are at program. Junior Staff Mentors are leaders and role models, and they should act accordingly.

1. **Dress appropriately** – we are not looking for formal, just appropriate for the activities that you will be involved in at programming. Items considered inappropriate include but are not limited to: clothing with reference to anything sexual, racist or drug related, underwear showing, bra straps visible, excessive skin showing such as cleavage or stomach, any outfit that suggests that a mentor has not taken the time to prepare for programming.
2. Model appropriate cell phone behavior, **keep cell phones and electronics away** and on silent. *Career Trek is not responsible for lost or stolen electronics.*
3. **Stay focused**, get involved and stay on-task.
4. **Use appropriate language** and keep all conversations at program appropriate for little ears. Only share information that is appropriate and fitting to being a mentor.
5. **Interact and engage the participants**, make them feel comfortable, welcome and included.
6. **Treat all students/staff equally** and support them in their role.
7. **Communicate** with staff, fellow Junior Staff and participants throughout the day.
8. **Listen** to instructions and encourage participants to do the same.
9. Continue to push yourself and try to **be the best mentor you can be**. We are not looking for perfection, just improvement.
10. **Become more culturally knowledgeable and maintain an open mind.**

PROGRAM COMPLETION REQUIREMENTS

We recognize your graduation from our program with a Certificate of Completion. There are three requirements to receive a Certificate of Completion in the Junior Staff Mentorship Program:

1. Regular attendance
 - a. One day a week option – no more than 1 **unexcused** absence
 - b. Two days a week option – no more than 3 **unexcused** absences
2. Meet general expectations (see above)
3. Completion of the Career Development Journal and Creative Reflection Project

Attendance

Regular attendance is important and solidifies relationships built with staff and participants. It is expected that Junior Staff Mentors attend all training and programming days. In the event that a Junior Staff Mentor is unable to attend programming due to a family emergency or illness they must inform the Project Coordinator as soon as possible and at the very latest **prior to 12:00 pm** on program day and leave a message with **your full name, date, and reason for absence.**

Unexcused Absences

An absence is considered unexcused if the Junior Staff Mentor **does not** inform the Project Coordinator of their absence **prior to 12:00 pm** on a programming day or the excuse is deemed inappropriate for an excused absence, categorizing an absence is left to the discretion of the Project Coordinator.

Excused Absences

An absence is considered excused when the Junior Staff Mentor has informed the Project Coordinator and received approval for absence in the event of illness or family emergency. Other reasons for absence will be evaluated on a case-by-case basis.

Contact Information:

Tanya Regehr
Project Coordinator
tregehr@careertrek.ca
(204) 944-1800 ext. 161

Career Development Reflections and Workshops

Junior Staff Mentors are encouraged to develop essential skills transferable to their academic and career lives. Each student will complete a series of guided reflections based on the weekly lessons. The Project Coordinator and the Campus Coordinator will assist and monitor progress in the reflections and will provide feedback when necessary. There will also be time set aside at the beginning/end of each term to sit down and talk with Career Trek staff and have a discussion about how the program is progressing. A short final reflection piece will also be required at the end of the program. The reflection piece is intended to promote self-awareness, exploration and personal career discovery. Junior Staff will also have the opportunity to participate in several Career Development Workshops that will help aid Junior Staff in their journey towards post-secondary opportunities. **The Junior Staff Mentorship Program Coordinator and the Program Manager reserve the right to withhold a Certificate of Completion or withdraw a student from the program in the event that a Junior Staff Mentor does not fulfill the program requirements and expectations.**

JUNIOR STAFF MENTOR POSITIONS AND DUTIES

Each term the Junior Staff will be assigned to a staff member. Junior Staff Mentors report to their Junior Campus Coordinator and their assigned staff member. Serious concerns are to be taken up with the Campus Coordinator or the JSMP Coordinator.

JSM POSITIONS AND DUTIES

There are several Junior Staff Mentor positions:

- a) Junior Instructor
- b) Junior Group Leader
- c) Junior Campus Assistant

The following outlines the duties of each position:

JUNIOR INSTRUCTOR

Junior Instructors (JI) report to the instructor to whom they are assigned. They assist the instructor in delivering lessons to the participants. They will be encouraged to teach at least one lesson each term. They contribute to the establishment of a positive learning environment in and out of the classroom. They will assist the instructor in setting up the equipment and supplies and cleaning the lab or room. Aid in supervision and motivation of the children during the lesson and activity. Junior Instructors will be positive role models for the participants by achieving an appropriate balance of authority, friendship and mentorship.

JUNIOR GROUP LEADER

Junior Group Leaders (JGL) report to the group leader to whom they are assigned. They assist the group leader in taking attendance at the start of the day, after each activity change and prior to dismissal. They supervise and move with their assigned group to and from all classes. They motivate and participate in discussions, activities and lessons with the children. Junior Group Leaders aid the group leader in behavior management of their assigned group of children. They will be encouraged to lead the group to a lesson during the term under the supervision of the Group Leader.

JUNIOR CAMPUS ASSISTANT

The Junior Campus Assistant (JCA) reports to the Campus Assistant. They are competent to take on a leadership role. They are in grade 11 or 12 and are capable of solving problems and being organized. It is important to have good communication skills in this role, as the JCA works very closely with the Campus Assistant and the Campus Coordinator to ensure an awesome experience for all of the Junior Staff and the young participants.

The Junior Campus Assistant is responsible for assisting the Campus Assistant with their duties, which include overseeing the Junior Staff Mentors, recording Junior Staff attendance and hours. The Junior Campus Assistant may also be asked to step in and assist other staff members during the programming day, as they are needed.

COMMUNITY SERVICE CREDIT

There is an opportunity for students to earn volunteer hours towards a senior years credit for their participation in the Junior Staff Mentorship Program, it is called the **Community Service Student Initiated Project (CSSIP)**. In order for a student to be eligible, the student will have to inform their school of their intention to participate in a community service activity (e.g. Career Trek's Junior Staff Mentorship Program) **PRIOR** to the start of the program along with, a completed Parent/Guardian approval form and SIP approval form (follow the link below for the forms). The school holds the right to recognize whether the community service activity is eligible for the Community Service Credit.

The student is responsible for recording the dates, times and total hours contributed to the community service project. A minimum of 110 hours of service is required for a full credit or 55 hours for a half credit. The student is required to provide evidence to their school of community service activity completion, please speak to your school regarding their evidential requirements **prior** to commencement of the program.

This information is provided only as a brief guide and is not meant to be exhaustive or extensive. Please see the Manitoba Education webpage and click the Community Service SIP link http://www.edu.gov.mb.ca/k12/policy/sics_sips.html#comservice or speak to a teacher at your school for more information about how the process works. **Career Trek's involvement in this is limited to: Completing the 'Community Service Organization Information' portion of the Community Service SIP approval form, providing a contact person for the school and verifying the number of hours completed by the student.**

RECORDING HOURS

Volunteer hours must be rounded down to the nearest quarter hour (15minutes).

The Project Coordinator tracks your hours for Career Trek records and will send you regular updates however, **it is the student's responsibility to keep track and have a copy of their own hours for their school credit and/or personal records.** Bus time is included in the calculation but the expectation is that Junior Staff Mentors will remain vigilant during transport for any behavioral issues and he or she must take time to report any problems to the Campus Coordinator.

POLICIES

ALCOHOL AND DRUGS

Career Trek Inc. is designed to be a safe and friendly place for children and youth to program. No member (Junior Staff Mentors or otherwise) is to be under the influence of drugs or alcohol while attending any programming or programming related events. Use, possession, and / or distribution of drugs or alcohol by any member in association with any Career Trek programming event is prohibited. This includes prior to programming, during programming, overnight programming, at any programming facility or event, or during transportation to or from programming.

Members found to be in violation of this policy will be dealt with immediately and will be subject to disciplinary action in accordance with the Conduct Policy.

BULLYING

Bullying: A form of harassment, which generally involves repeated and hurtful words or actions by an individual or a group with the intent to harm others. Bullying includes, but is not limited to, the following:

Verbal Bullying: Bullying that includes hurtful names and insults, cruel insults, false accusations, racial slurs, homophobic remarks, inappropriate comments about appearance, sarcasm, rumors, and threats.

Relational Bullying: Bullying that includes excluding, isolating, ruining reputations, destroying friendships, ignoring others, and glaring.

Physical Bullying: Bullying that includes extorting, pushing, punching, kicking, beating, spitting, and punching.

Cyber Bullying: Bullying that includes sending threatening emails, spreading rumors via text or social media, sharing invasive pictures, and creating or adding to websites that are designed to criticize, threaten, and / or harass.

Career Trek Inc. supports a **bully-free** programming environment that is conducive to learning and working, free from any type of bullying behavior. Career Trek believes that bullying is unacceptable and will promote a climate where bullying is prohibited and incidents of bullying are dealt with in a timely and effective manner.

Junior Staff Mentors are subject to appropriate disciplinary actions in accordance with the Conduct Policy in the following instances:

- When they engage in any act of bullying.
- When they permit, condone or tolerate any form of bullying either through their actions or through indirect behavior.
- When they retaliate against a victim of bullying, a person who has reported an incident or a witness to an act of bullying.
- When they offer intentional false accusations or false reports of bullying.

Severity and patterns of behavior will always be taken into consideration when disciplinary decisions regarding bullying are being made.

Junior Staff Mentors are responsible for the following:

- Acting in a respectful manner toward all others while involved in programming within any Career Trek environment.

- Reporting any incidents of bullying to a staff member that they are either directly involved in or a witness to.

CHILD IN NEED OF PROTECTION

Career Trek Inc. holds that it is everyone's responsibility to protect children. If, in the Junior Staff's honest judgement, it is believed that a child may not be safe, either because of the child's behavior or someone else's, the Junior Staff should bring up their concern with a staff member. Junior Staff have an obligation to report any disclosed or suspected cases of abuse and / or neglect as soon as possible to an appropriate staff member (supervising staff member or Campus Coordinator).

It is the responsibility of the person who suspects or is informed of abuse or neglect to make a report. The Junior Staff may seek the guidance of the Campus Coordinator in dealing with the situation.

If a disclosure is made:

- Inform a staff member about a child in need of protection.
- Never promise not to tell or that a secret will be kept if a child asks to speak with you.
- Remain calm.
- Assure the child that you care and that they are not alone.
- Believe the child and assure them that it is not their fault.
- Listen and let them tell you in their own words. Do not interview them or ask leading questions.
- Write down everything that you can remember about the conversation, after speaking with the child.
- Keep the information confidential and only share it with appropriate staff members.

PERSONAL INFORMATION

Career Trek Inc. collects personal information for the purposes of communicating with parents / guardians, ensuring participant safety, and tracking program outcomes. Career Trek is committed to protection of personal information.

Information that Junior Staff have access to in their role is to be used solely for the purposes of the position and it is the Junior Staff's responsibility to ensure that any personal information about participants, staff and others that they have access to is properly protected and kept confidential.

SOCIAL MEDIA

Social Media: The various applications of online technology tools that enable users to communicate over the Internet for sharing information and resources. It may include, but is not limited to, the following forms:

- text messaging,
- social networking (examples include, but are not limited to: Facebook, Twitter, Snapchat),
- blogs,
- wikis,
- instant messaging,
- podcasts,
- forums,
- email,
- online gaming,

- content communities, and
- social bookmarking.

Note: *Due to the speed of change in today's digital world, this policy is meant to be inclusive of all new platforms that may arise after the effective date.*

Junior Staff are not authorized to make any social media accounts on behalf of Career Trek Inc. and may not use any Career Trek logos and / or trademarks without official consent from the Communications Coordinator or Executive.

Junior Staff should **not** be in direct social media contact with any current participant. This includes, but is not limited to the following:

- Requesting or accepting any participants as 'friends' on any social media or networking sites.
- Interacting (knowingly) with any participants on any social networking or other sites to include online gaming, for any purposes, which are not related to Career Trek Inc.
- Exchanging personal phone numbers, email addresses, or photographs with any participants for unofficial purposes.

Personal / confidential information about participants or their families may not be disclosed in any online communications. This includes photographs or videos of participants without previous informed consent from either the parents / guardians or from a Career Trek management team member for a specific purpose.

Non-compliance with this policy will be dealt with on an individual basis, and may be dealt with up to and including withdrawal based on severity.

Junior Staff are responsible for the following in regard to Social Media use:

- Limiting use of personal technology during programming hours to professional related correspondence.
- Taking responsibility for all online communications, to include understanding the privacy policies, settings, and protections on any social media or networking sites they choose to use.
- Using good judgment and thinking about the type of image or information being conveyed.
- Acting as a role model for participants and other employees / Junior Staff Mentors – ensuring that use of social networking, even on personal time, does not reflect negatively on the reputation of the individual or the organization.
- Acting in a manner that is consistent with Career Trek's values and beliefs.
- Respecting the law in relation to all online communications – this includes protecting the confidentiality of personal information, compliance with copyright requirements, etc.
- Monitoring all content posted by oneself or others to one's own personal social media accounts.
- Removing any materials posted to any personal social media accounts, which are deemed inappropriate or contrary to this policy.
- Referring participants who request to connect online, to Career Trek's official social media networks.
- Ensuring any communication discussed online about Career Trek Inc., or its partners and / or affiliates, is professional and is clearly stated to be personal views not those of the organization.
- Understanding that social networking sites and other online postings are not necessarily private.

CONDUCT POLICY

Career Trek runs on the **three-strike** rule. Junior Staff will be reprimanded according to the severity of their misconduct. Corrective measures will begin with reminders from staff. Follow-up measures will include a verbal warning and a phone call home or a meeting with parents. If the situation does not improve a formal write-up and letter will be sent home and the student will be placed on probation. If the behavior continues the student will be withdrawn from the program. Each case will be considered and dealt with individually by the JSMP Coordinator.

BAD WEATHER

In the event of extremely bad weather (i.e., blizzard, snowstorm, or extreme wind chill) the program may be cancelled. The Program Manager will make this decision by Noon on a program day. In the event of a cancellation, the voicemail message of the Project Coordinator will be updated, and a notice will be posted on Career Trek's website.

AT PROGRAMMING

HELPING CAREER TREK ACHIEVE ITS GOALS

Problems can often be avoided by helping children understand the purpose of what they are doing, engaging them and helping them to focus on successfully completing their tasks. The 4R's help children learn what is important in our programming and can help direct them properly so that they learn how to make wise decisions for themselves that positively impact their CT experiences. The 4R's set acceptable boundaries for the participants and help them to develop important self-management skills. Review the 4 R's at the start of the day and the beginning of the lessons. It is important to discuss each rule in the context of the activity or environment in order for their context to be truly understood. Involve children in providing examples of each of the 4R's since application assists in the learning process and helps makes these key phrases more relevant and transferable.

THE 4 R'S!

- 1. Respect Yourself**
 - 2. Respect Others**
 - 3. Respect the Environment**
 - 4. Take Responsibility For Your Actions**
- AND...**
- 5. HAVE FUN!!!!**

PROGRAM DATES AND TIMES

Term	Institution	Tuesday Group	Thursday Group	Start Time	End Time
1	RRC	Jan. 15, 2019	Jan. 17, 2019	4:30 pm	7:00 pm
		Jan. 22, 2019	Jan. 24, 2019	4:30 pm	7:00 pm
		Jan. 29, 2019	Jan. 31, 2019	4:30 pm	7:00 pm
		Feb. 5, 2019	Feb. 7, 2019	4:30 pm	7:00 pm
2	U of W	Feb. 12, 2019	Feb. 14, 2019	4:30 pm	7:00 pm
		Feb. 19 & 21: Reading Week – No Programming			
		Feb. 26, 2019	Feb. 28, 2019	4:30 pm	7:00 pm
		Mar. 5, 2019	Mar. 7, 2019	4:30 pm	7:00 pm
		Mar. 12, 2019 Family Day	Mar. 14, 2019 Family Day	4:30 pm	7:00 pm
3	U of M	Mar. 19, 2019	Mar. 21, 2019	4:30 pm	7:00 pm
		Mar. 26 & 28: Spring Break – No Programming			
		Apr. 2, 2019	Apr. 4, 2019	4:30 pm	7:00 pm
		Apr. 9, 2019	Apr. 11, 2019	4:30 pm	7:00 pm
		Apr. 16, 2019	Apr. 18, 2019	4:30 pm	7:00 pm

Junior Staff Training: Friday Jan. 11th, 2019 (Evening – Specific time TBD)

Celebration: May 2nd, 2019

DAILY SCHEDULE

Below is a sample of the typical schedules for a program day. Junior Staff Mentors should expect to be at programming from 4:30 pm – 7:00 pm.

TIME	EVENT
Between 3:30 & 4:00 pm	Busses pick up students from their school (Leila North, Elwick or O.V. Jewitt)
4:30 pm	Busses arrive with students, attendance is taken. Icebreakers/group activities. Group Leaders take their group to specified classrooms.
5:00 – 5:50 pm	Lesson #1
5:50 – 6:00 pm	Break
6:00 – 6:55 pm	Lesson #2
7:00 pm	Attendance taken, busses take students back to school

BUSSING AND TRANSPORTATION

The SOSD afterschool program offers Junior Staff Mentors the option of catching the bus with the participants on programming days. Junior Staff Mentors are expected to uphold the standards, policies and expectations of Career Trek from the second that they step onto the bus.

Junior Staff are to sit with the kids and support the driver & chaperone in bus management. If behavior issues arise, **report them to the Campus Coordinator upon arrival to the campus or contact the Project Coordinator right away.** You may be asked to record the details of the incident for our records.

Junior Staff taking the bus can begin recording their volunteer hours from their stop's pick up time to their drop off time, round times to the nearest quarter hour.

BUS SCHEDULES

The bus schedules **change every term**, you will be notified the week before the start of a new term with the schedule changes.

DEPARTMENTS AND OCCUPATIONS AT EACH INSTITUTION

Term 1: RED RIVER COLLEGE 2055 Notre Dame Avenue	
Department:	Sample Careers:
Business Administration	Market Researcher Advertiser
Creative Communication	Journalist Graphic Designer
Early Childhood Education	Early Childhood Educator
Carpentry and Woodworking	Cabinetmaker
Electronics	Electrical Engineering Tech. Technician

Term 2: UNIVERSITY OF WINNIPEG 515 Portage Avenue	
Departments:	Sample Careers:
Geography	Eco-tourism Planner Urban Planner
History	Art Historian
Theatre and Film	Make-Up Artist
Education	Athletic Director Career Counsellor
Chemistry	Medical Lab Technician
Criminal Justice	Crime Scene Investigator

Term 3: UNIVERSITY OF MANITOBA Fort Garry Campus	
Departments:	Sample Careers:
Agricultural and Food Sciences	Dairy Scientist Food Development Specialist
Environmental Science	Conservation Officer
Peace and Conflict Studies	Peace Educator
Biological Studies	Veterinarian
Engineering	Energy Engineer
Geological Sciences	Paleontologist
Kinesiology and Recreation Management	Fitness Trainer
Anthropology and Native Studies	Archaeologist

FAMILY DAY

Family day takes place on March 12th & 14th at the U of W. It is the day that participants can bring their family and friends. It can be a little hectic and it is paramount that everyone begins Family Day prepared and well rested. Family Day is not the day for Junior Staff Mentors to be missing, as it can be the most rewarding of them all. Junior Staff should be prepared to assist staff and help to ensure that everything runs smoothly and safely.

Introduce yourself to the families. Practice your communication skills including your listening skills. Explain how a typical Career Trek Day works.

<p>Family Days 2019 Tuesday March 12th, 2019 Thursday, March 14th, 2019</p>
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FAMILY DAY TIPS AND TRICKS

- 1. Make the families feel that they are part of the group.** Talk with them and include them in all activities. Go above and beyond to make them feel like they are a part of the CT family. Be sure to use names, families appreciate that you know their child's name.
- 2. Encourage teamwork, particularly "adoption" of participants.** If a child didn't bring family with them on Family Day, encourage another family or group to "adopt" them. Alternatively, pair up with a participant for the day. Be conscience of how students without families present are feeling throughout the day.
- 3. Understand that participants may react differently when their families are present.** Participants may improve their behavior to impress their parents or become more rambunctious along with their parents (who are having fun re-experiencing childhood). Some become more outgoing, others more shy. Thus, your particular routine of who to keep an eye on may change!
- 4. Don't lose anyone.** Make sure that you get help from the participants and their families to keep track of everyone. Be prepared to lend extra support.
- 5. Families may have specific mobility needs that Career Trek must accommodate.** We may need to accommodate wheelchairs, strollers, or parents who wish to have a smoke break, for example. To prepare for this, be knowledgeable of accessible routes in each of your buildings: ramps in and out of buildings, elevators, escalators, etc.
- 6. Stay calm.** If problems arise, we will sort them out. Talk to your supervising staff member or call your CC or JCC if you are not sure about the solution to an issue, but try not to alarm families.
- 7. Be professional.** This goes for your language, clothing...everything. Be especially respectful in addressing participants and their family members of all ages.
- 8. Check in with families throughout the day.** Ask for their feedback on the activities, the occupations, the staff, or what they have heard from their children in past weeks. Listen patiently to the feedback and pass it on to the staff.
- 9. Be organized!!** Ask to look over the lessons for Family Day.
- 10. Tell them about your history with Career Trek.** Families look up to the work that the Junior Staff Mentors do and they are interested in how their child can partake in Career Trek when they are older, inform them about your experiences.

CELEBRATION

Career Trek Celebration is an awe-inspiring day that will remain in the mind of the participants and their families for years to come. The Program Manager will require the combined effort of all Career Trek staff and Junior Staff in order to make the ceremony a success.

Junior Staff are invited to share the day with the participants. Attendance is encouraged, as it is a chance to bid farewell and congratulations to the new graduates. There will be a portion of the ceremony that recognizes your contribution and dedication to mentoring the young people of tomorrow and an opportunity for you to share your experiences as a mentor.

SUPPORT TOOLS

Who is a mentor? Mentors are people who have knowledge and experience that can be applied to help others on their life journey and are passionate about wanting to make a difference. They are open-minded individuals looking to enlighten and contribute to the success of other individuals. Mentoring can be a very rewarding experience and can provide a facet for personal development and empowerment while promoting mentees to become competent to achieve their own potential.

As Junior Staff you will be mentors to the participants at SOSD Program. We wish for you to provide them with guidance, support and encouragement in their journey. See below for some tips on how to mentor.

Mentoring Tips

- Be committed – it is important to be present at programming so that you can begin to build relationships with the participants while role modeling the importance of commitment in the lives of the participants.
- Start at the beginning, build mutual trust and respect by getting to know the participants, ask open-ended questions. (e.g. What is your favorite thing to do when you are not in school?)
- Be patient and listen, take the time to reflect on the information that the participant has shared and in turn share an appropriate response that includes your own personal experiences.
- Be compassionate and believe in the participants, mentoring works a lot better when you show them that you care.
- Boost confidence and challenge the participants to aim higher but, be sure to allow them the space to find the answers on their own before you give them guidance or advice.
- It is okay not to have all of the answers, there will be questions that you don't know the answer to and that is perfectly fine, let the participants know that you do not know the answer and maybe offer to help them find the answer. They will appreciate your honesty. Helping them to discover the answer will provide them with added confidence.
- You are not therapy and you are not trying to fix all of their problems, we are not asking you to be a counsellor, you are only there to support and guide them. **Please reach out to staff if there are any concerns that surface or disclosures that are made to you.**
- Remember, mentoring goes both ways, by investing in others, you are also investing in yourself.

Not only will you be mentoring the participants you will also get the chance to be mentored by Career Trek Staff Members. Here are some things to keep in mind when being a mentee:

Mentee Tips

- **Initiate** – Start the conversation, ask your staff member questions to get the most out of your experience
- **Help your mentor** – Communicate your needs to your staff member; let them know how they can help.
- **Communicate clearly** – Organize your thoughts before speaking, ensure that your message is understood.
- **Listen and be respectful** – Your staff has lot to offer, you can choose to take advice or not but at least give them their say.
- **Be open minded and willing to learn** – No matter who your staff member is they have experience and expertise to share with you. Even if you don't have a lot in common, keep an open mind.
- **Correct misunderstandings** – Be sure that you and your staff member are on the same page.

CONTACTS

MAILING ADDRESS

Career Trek Inc.
191 Lombard Ave.
Winnipeg, MB R3B 0X1

WEBSITE

www.careertrek.ca

CAMPUS CONTACTS

University of Manitoba	Office	474-9792
	Security	474-9312
University of Winnipeg	Office	988-7534
	Security	786-9272
Red River College	Office	632-2012
	Security	632-2323

Project Coordinator

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Note: If you have any questions or concerns, please feel free to contact the Project Coordinator at the number listed above. Regular office hours are 8:30 am – 4:30 pm weekdays.