



<b>Job Title:</b>	<b>CRAVE Team Mentor</b>
<b>Program:</b>	<b>Career Readiness &amp; Amazing Volunteer Experience (CRAVE) Project</b>
<b>Job Type:</b>	<b>Part-time Term</b>
<b>Term:</b>	<b>October – March 31<sup>st</sup>, 2021 (Exact dates dependant on region)</b>
<b>Rate of Pay:</b>	<b>\$16 per hour</b>

Career Trek is seeking a collaborative and thoughtful individual with project development and youth facilitation experience to work as part of Career Trek's 'Career Readiness and Amazing Volunteer Experience' (CRAVE) project aimed at improving the career development potential and future education outcomes of high school youth. This leader wants to make the world a better place through empowering young people to realize their career and educational potential and address social concerns important for them and their communities.

Career Trek is a not-for-profit organization that, for more than 20 years, has been offering programs for children, youth, and adults in the areas of education and career development. Career Trek provides an experiential, hands-on, learning opportunity that increases skills, competence, confidence, knowledge, self-awareness and understanding. It is Career Trek's belief that its hands-on career-related activities and workshops enhance each participants' level of engagement in their education and ultimately supports the commitment and investment they will make in order to achieve career success and life satisfaction.

The Team Mentor (TM) will provide supervision and guidance to a group of up to 12 high school aged youth for the duration of the project which includes the facilitation of virtual weekly activities. The main components of this project are career exploration, skill building, and the creation of a community service project plan. The TM is expected to co-facilitate workshops with an Assistant Team Mentor, oversee the work of the Assistant Team Mentor, and guide the youth through the creation of a community service project plan (including timeline, tasks involved, research, budget, and presentation).

#### **Skills & Requirements:**

- Demonstrated ability in planning, leadership, and group facilitation
- Demonstrated excellence in oral, written, and interpersonal communication skills
- Ability to work independently and as part of a team
- Ability to adapt to changing priorities
- Experience working with youth (at risk or underserved youth an asset)
- Computer skills with ability to use software such as Microsoft Office, and video conferencing software such as Teams, Zoom, Webex, etc.
- Experience working in community service programs an asset
- Knowledge of barriers that youth may face in pursuing a post-secondary education and career
- Experience in leadership roles
- Knowledge of Indigenous worldviews, teachings, language, or land-based education is considered an asset
- First Aid CPR (level C) certification (or willing to obtain)
- Cleared criminal record and child abuse registry checks



### **Key Responsibilities:**

- Supervise, facilitate, support, and coordinate the group throughout the project including planning and implementing weekly virtual\* programming activities. Activities will focus on career and educational development, self-reflection, and project planning
- Attend and co-facilitate activities during a hybrid in-person/virtual conference on Saturday, January 16th, 2021
- Ensure the continual safety of participants by following Career Trek's risk management guidelines and MB government health protocols
- Must practice and role model Career Trek's 4 R's – respect yourself, respect others, respect your environment, and take responsibility for your actions – through all aspects of their work

*\*In person vs virtual activities may vary depending on the region, please reach out to your regional contact (listed below) for more details*

### **Assets:**

- Post-secondary education, in process or completed, an asset
- Knowledge of Indigenous worldviews, teachings, language or land-based education, with a commitment to on-going learning in the space of truth and reconciliation
- Experience working with Indigenous communities and organizations
- Experience writing programming narratives, partner correspondence, and funding reports
- Experience working with children and youth
- Experience in recruiting and supervising volunteers
- Experience in program development
- Graduate of Career Trek

### **Working Conditions:**

- Work will be conducted primarily remote, a reliable computer and internet is required
- Will require a quiet and well-lit environment for online program delivery
- Some in person work may be required such as assembling/delivering supplies and during the conference. Safety and health guidelines will be strictly observed.
- Some weekend and evening work may be required
- Approx. 10 hours a week (3-6 hours directly with youth during weekday evenings, plus prep hours)
- Training will be provided

### **How to Apply:**

To apply, please forward your detailed cover letter highlighting your experience along with your resume to the appropriate regional contact listed below. Please include '**CRAVE Team Mentor**' in the subject line. The deadline for applications is **Tuesday, Oct. 20<sup>th</sup>, 2020 at 9 am**. Career Trek thanks everyone who applies. Those selected for an interview will be contacted.



Career Trek is committed to an employment equity practice that achieves a workforce reflective of the community at large. We encourage all applicants to self-declare. For more information about Career Trek, please visit:

[www.careertrek.ca](http://www.careertrek.ca)

**Winnipeg:** Tanya Regehr (Program Coordinator, Youth Initiatives)

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**Brandon:** Lenya Wilks (Program Manager, West Region)

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**The Pas:** Karen Leforte (Program Manager, North Region)

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