CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2021/2022
Team Lead, Community Mentorship


SUMMER RENUMERATION: Salary $15 per hour. The hours of work expected of a summer position is Monday to Friday, 10:00am-4:30pm, with a minimum of one evening shift per week for a total of 30 hours per week during the contract period.


F/W RENUMERATION: Salary $16 per hour. The hours expected of a Team Leader is approximately 10-12 hours per week up to a maximum of 230 hours during the academic school year.

REPORT TO: Team Lead, Community Mentorship reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Community Engagement Coordinator, Community Mentorship. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY:
The Team Lead, Community Mentorship supports the project management of mentorship programming which includes curriculum development, program development and evaluation, and overseeing one-on-one and group mentorship initiatives with community organizations, school boards and student volunteers. The Team Lead, Community Mentorship is responsible for reviewing and preparing programming for the 2021-2022 year which includes reviewing current mentorship delivery models to enhance the co-curricular experiences and impact of UTM student volunteers. During the Fall/Winter term, the Team Lead, Community Mentorship trains and leads a team of student staff in delivering mentorship programming.

Team Lead, Community Mentorship must be returning to studies at UTM and must be enrolled in 40% of a full course load for the entire fall/winter period of study. Must have a minimum CGPA of 2.0. Selection for this position includes an application and interview process.

REQUIRED SKILLS:

- Knowledge of mentorship, student development and community engagement theories
• Experience facilitating/leading mentorship programming
• Curriculum and/or workshop development experience
• Cross-cultural awareness of the University of Toronto Mississauga’s diverse communities
• Project Management experience
• Experience leading effective teams
• Strong oral and written communicator to engage various audiences
• Program evaluation and assessment

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT
• Assist with curriculum development for Community Mentorship programs (Black Youth Mentorship, Bigs on Campus, Indigenous Mentorship, Alumni Mentorship etc.) by reviewing transition and year-end reports, participant feedback, researching mentorship theories and best practices and creating curriculum changes;
• Outline new Community Mentorship programming areas for improvement; and
• Develop content for mentor training and update resources for mentors and mentees.

B. TRAINING DEVELOPMENT & DELIVERY
• Create and update materials for training sessions;
• Support planning and scheduling of training; and
• Prepare curriculum documents for training.

C. PROGRAM SUPPORT
• Update the CSE website and CCR with information pertaining to mentorship programs;
• Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
• Support with the scheduling of mentorship programs with community partners; and
• Create a promotion plan for mentorship programs.

D. PROMOTION & EVENT COMMITMENTS
• Support Orientation, pre-arrival activities and workshops as required
• Develop promotional materials for mentorship engagement events as well as co-facilitate mentorship sessions as needed.

E. COMMUNICATION
• Refer to University policies to answer questions and inform students;
• Be respectful and professional at all times; and
• Monitor U of T email account daily for work-related emails.

F. TEAM DEVELOPMENT
• Attend and contribute at regular team meetings with colleagues as well as at one-on-ones with supervisor; and
• Participate in team socials and team building.

G. ADDITIONAL DUTIES
• Additional duties as assigned by Community Engagement Coordinators, Community Mentorship.

FALL/WINTER RESPONSIBILITIES:

H. TRAINING AND CURRICULUM DEVELOPMENT
• Support the development and assessment of student mentors within programs

• Create resources to support the facilitation of training sessions; and

• Create resources to support participants in the Community Mentorship programs

I. PROJECT MANAGEMENT
• Oversee Community Mentorship programs including coordinating marketing activities, evaluation documents and materials, and volunteer support and management;

• Organize the assessment of Community Mentorship programs through survey data; and

• Oversee the planning of end-of-year celebrations for participants and UTM volunteers

J. COMMUNICATION & ADMINISTRATION
• Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;

• Submit weekly reports summarizing the occurrences, events, and interactions of each week;

• Refer to University policies to answer questions and inform students;

• Be respectful and professional at all times; and

• Monitor U of T email account daily for work-related emails.

K. TEAM DEVELOPMENT
• Attend and contribute at regular team meetings as well as at one-on-ones with supervisor; and

• Participate in team socials and team building.

L. PROMOTION & EVENT COMMITMENTS
• Promote Student Engagement initiatives and programs through fairs, tabling, social media, etc.;

• Assist with CSE events including, but not limited to: Exam Jam, Fall Campus Day, March Break Open House; and

• Assist with student hiring initiatives for the Centre for Student Engagement for 2022/2023.

M. ADDITIONAL DUTIES
• Additional duties as assigned by a Community Engagement Coordinator, Community Mentorship.