

POSITION DESCRIPTION

Position Title	Volunteer Mentor
Program	Community Connections, Community Integration Program, Ramp
Employment Status	Volunteer
Tenure	12 months
Classification	
Position reports to	Program Coordinator, Volunteer Coordinator
Location	Various (Western Metro Melbourne, Northern Metro Melbourne, Eastern Metro Melbourne, Southern Metro Melbourne, Gippsland)

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Purpose

Every day we will work together to improve the life trajectories of children and young people, and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the Volunteer Mentor position is to be matched with a young person aged 10-21 with an out of home care experience or involvement with the Child Protection system. You will provide consistent, regular and positive role model support and guidance to the young person ensuring they are able to access and pursue positive interests, hobbies or activities within their community.

As a volunteer Mentor you will be matched to a young person through a process that carefully considers your personal attributes and interests. The main focus will be to meet with the young person for 3 hours each fortnight out in the community. Depending on the age of the young person, this may involve supporting them to access opportunities and create connections within their community, explore work experience or education, learn new skills or participate in social and recreational activities. The guidance you provide will help to increase their social confidence, reduce feelings of isolation and develop the young person's capacity to develop diverse, positive and sustainable community connections.

Organisational Relationships

Supervisor	Program Coordinator
Direct Reports	N/A
Internal Relationships	<ul style="list-style-type: none">• Staff and volunteers
External Relationships	<ul style="list-style-type: none">• Clients and community members

Key Responsibilities

- Maintain contact with a young person both in-person or online for a minimum of 3 hours per fortnight.
- Commit to the mentor relationship for a minimum of 12 months once matched with a young person.
- Participate in monthly 1:1 support with your program coordinator and provide a record of all meetings with young people in a timely manner.
- Represent Whitelion/Kids First with integrity and act as a positive role model in all interactions in the community.
- Respect the confidentiality of information shared by a young person whilst maintaining an awareness of the statutory and moral obligations of Kids First.
- Respond to invitations and directions from your program coordinator in a professional and timely manner.
- Take part in ongoing training and professional development opportunities and community events with the mentors and mentees (eg. picnics, celebration dinners)

Quality and Risk Management

OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – key selection criteria

Formal Qualifications	N/A
Skills & Experience	<ul style="list-style-type: none"> • You are open to learning from young people or have previous knowledge about young people at risk. • You are friendly, patient, engaging, able to understand young people at risk, and a good communicator with a non-judgmental manner to establish relationships with young people. • You have a good awareness of your capabilities and will confidently ask for support and guidance when needed, including when ethical challenges may arise. • You remain calm under pressure and are open to receiving and discussing feedback. • You understand or have experience in setting and maintaining professional boundaries. • You can recognise your feelings and prejudices and manage your emotions appropriately in a range of sensitive or challenging situations • You have a high degree of integrity, and you understand the importance of maintaining strict confidentiality and always respecting the privacy of young people. • You appreciate the diversity of young people, celebrating the variety of communities they come from, and offering your unique perspectives to enhance their knowledge of multiple diversities, including culture, profession, and identity. • Your schedule is flexible, allowing you to commit to a fortnightly catch-up with your young person, lasting between 2-3 hours. The timing is negotiable, with the young person taking an active role in the discussion. • You are willing to travel up to 40 minutes to meet with your mentee, although we will strive to match you with young people in your home area as a priority
Other Selection Criteria	<ul style="list-style-type: none"> • You hold a current Victorian driver's license and can transport a young person as part of your role (highly desirable) • Access to a roadworthy car which has at a minimum third-party insurance • Current Victorian Working with Children Card • Willingness to undertake a Police Check • A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily Regular Occasional
Meeting young person out in the community to undertake various activities	Regular
Potential exposure to trauma (through conversations with young person)	Possible
Driving	Regular