

Family Program Mentee Facilitator Volunteer Job Description

Job Overview

The Family Program mentee facilitator is a volunteer position, which can gradually become a part time paid position.

The family program mentee is responsible for working as a member of a team with the lead facilitator and co facilitator to plan, organize and implement a specific family program.

Job Responsibilities

1. Participate as a volunteer in Mosaic family programs
2. Participate in Nobody's Perfect, Positive Discipline in Everyday Parenting and other trainings to develop skills in facilitating Mosaic family programs.
3. Attend training and team meetings with the family program core team.
4. Facilitate one family program in an unpaid training mentee position to develop skills and experience.
5. Participate in weekly meetings with the lead facilitator of the family program to plan and debrief each session
6. Develop skills in co-facilitating the program according to the goals of the specific program and the details of the weekly planning sheet
7. Take shared responsibility for program details like snack, cart inventory, room set up and clean up, reminder phone calls, & incident reports
8. Promote all of Mosaic's Family Programs

Qualifications

1. Genuine interest in and commitment to Mosaic's mentorship program
2. Strong planning and communication skills
3. Ability to communicate in English (Minimum CLB 8) as well as in a language other than English. **We are particularly interested in mentees who speak Portuguese, Bangla, Mandarin, Amharic or Punjabi.**

4. Available for training Nobody's Perfect and Positive Discipline facilitator training. The training fees are paid by Mosaic. The mentee must give the time commitment.
5. Demonstrated ability to facilitate parenting and parent- child literacy programs such as Nobody's Perfect, Positive Discipline, Parent-Child Mother Goose, Wiggle Giggle Munch, Family Bookmaking, etc.
6. Demonstrated interest, involvement and knowledge of community resources and programs.
7. Ability to work in a multicultural environment as part of a team.
8. Ability to work cooperatively in a non-profit and volunteer based organization.
9. Ability to work flexible hours.
10. Computer skills including email and Microsoft office (PowerPoint, Word, Excel, etc.

Time Commitment -

- The successful mentees will commit 4-5 hours a week for 10 weeks. When this time commitment is completed the mentee and Mosaic family programs staff will meet to discuss possible further involvement with Mosaic mentorship program.

How to Apply:

Please email your resume and cover letter by June 30, 2014 to:

Jean Tinling Director of Family Programs
397 Carlton St
Winnipeg, MB, R3B 2K9
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We appreciate all applications; however, only short listed candidates will be contacted.