

Job Description	
<b>Title</b>	<b>Pathways to Education (P2E) Alumni Peer Mentor</b>
Reports to	Facilitator, Alumni Relations / Manager, Youth Services
Position Type	5 hours per week, Contract
Term	August 9, 2021 – January 13, 2023
Wages	\$15.00 per hour

### Position Summary

The P2E Alumni Peer Mentor shall aid in the support of Pathways to Education Alumni. Responsibilities may include assisting with program facilitation, event planning, mentoring P2E alumni, collaborating with community partners, and light administrative duties.

### Key Relationships for Students

The P2E Alumni Peer Mentor works closely with and under the supervision of the Facilitator of Alumni Relations and the Manager, Youth Services. They work collaboratively with the Pathways Team, Volunteers, and local post-secondary schools.

Key Responsibilities	Detailed Responsibilities
Program & Event Planning	<ul style="list-style-type: none"> <li>Assist with planning community Alumni events</li> <li>Create ideas/activities for alumni programming under the supervision of the Facilitator of Alumni Relations</li> <li>Create and assist in facilitating orientation days for new and returning post-secondary students</li> </ul>
Networking & Collaboration	<ul style="list-style-type: none"> <li>Liaise and collaborate with community partners and community organizations, particularly SLC/Queen's, to create shared opportunities for P2E Alumni</li> <li>Assist in creating a collaborative community of P2E alumni</li> <li>Maintain regular communication with the Facilitator of Alumni Relations, meeting once per week</li> <li>Assist first year students navigate and overcome the challenges of going to college and university</li> <li>Share experience of post-secondary application and transition with senior students and first year post-secondary students, offering insight and suggestions</li> <li>Engage alumni, encouraging regular check ins with the Facilitator of Alumni Relations</li> </ul>
Peer Mentorship	<ul style="list-style-type: none"> <li>Be available for any questions/concerns from first year students; collaborate with Facilitator of Alumni Relations if necessary</li> <li>Share information and experience about college/university life</li> <li>Act as a mentor, encouraging engagement in school and P2E Alumni events</li> </ul>

Other Duties	<ul style="list-style-type: none"> <li>• Assisting with entering student applications in our database system</li> <li>• Other duties may be assigned as required</li> </ul>
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**Organizational Responsibilities**

- Complies with all relevant legislation and KCHC policies, including privacy laws
- Commits to acquiring an understanding of the importance of trauma responsiveness and the impact of Adverse Childhood Experiences (ACEs)
- Supports consistent application and development of KCHC policies and procedures
- Supports KCHC’s student and volunteer placement programs
- Promotes awareness of and participation in KCHC activities
- Demonstrated commitment to continuous learning and quality improvement
- On occasion, perform other temporary duties as required

**Basic Education and Experience Requirements**

- Current full time post-secondary (2nd year or above as of September 2019 OR entering 1st year with at least one previous year of studies)
- Thorough knowledge and understanding of the Pathways to Education program and its goals and objectives
- Pathways to Education Alumni preferred
- Thorough knowledge of social media
- Experience working or volunteering with youth-serving organizations and/or experience in a mentor role considered an asset
- Thorough knowledge of resources within post-secondary schools

**Skills and Abilities:**

- Effective presentation skills
- Self-directed
- Solution focussed attitude and effective problem solving skills
- Ability to work well in a fast paced environment independently and as a team member, with minimal supervision
- Above average verbal, written and electronic communication skills

**Organizational Competencies:** Accountability, Client Focus, Collaboration, Continuous Learning

**Position Competencies:** Attention to Detail, Communication, Facilitating Groups, Knowledge/Professional/Technical Expertise, Planning & Implementation, Researching Info, Time Management, Teamwork

**Other Requirements**

- Current and satisfactory Criminal and Vulnerable Persons Check
- French language is an asset

**Application Instructions:**

- Please include a cover letter clearly outlining how your skills and experiences correspond with the specific job qualifications along with your resume.
- Save all documents as a single PDF file using your own name (Last, First).
- Email to [hr@kchc.ca](mailto:hr@kchc.ca) citing reference “**2021-62-KCHC**” in the subject line.
- Applications must be submitted to Human Resources by Friday, July 30, 2021.

**As a registered professional, to abide by and be accountable to the ethics and standards set out by the relevant regulatory body of the profession.**

**All KCHC staff have a duty to understand and follow KCHC policies, uphold high ethical and professional standards, and maintain confidentiality and privacy, using tact and good judgment in all dealings with other staff and clients.**

**KCHC is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please notify Human Resources.**

**KCHC is a proud Living Wage employer!**

**Kingston Community Health Centres, 263 Weller Ave. Kingston ON, K7K 2V4**

**[www.KCHC.ca](http://www.KCHC.ca)**