

CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE –SUMMER & FALL/WINTER 2024/2025
Team Lead, Community Mentorship

SUMMER CONTRACT PERIOD: May 6, 2024, to August 23, 2024*. Successful applicants must be available for Summer Student Leader Training (May 6, 2024, to May 10, 2024, exact dates to be confirmed).

SUMMER RENUMERATION: Salary \$16.55 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 CONTRACT PERIOD: August 26, 2024, to April 4, 2025*. Successful applicants must be available for Student Leader Training (August 26, 2024 – August 30, 2024) and UTM Orientation (August 30, 2024 – September 7, 2024, exact dates to be confirmed).

F/W RENUMERATION: Salary \$17.55 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 Supervisor, Community Mentorship. The supervisor will provide training, support, and assistance in the execution of their responsibilities.

*Please be aware these are all anticipated contract dates. Exact dates will be confirmed with the contract offer.

POSITION SUMMARY:

Team Lead, Community Mentorship supports the design and delivery of mentorship programs in partnership with community organizations for youth from grades 4-12 as well as an alumni mentorship program for upper year UTM students. Team Lead, Community Mentorship will provide leadership in the planning, implementation, and management of programs with various internal and external stakeholders. Responsibilities of this position include curriculum and program development, volunteer and participant recruitment, developing training materials, and supporting the Summer and Fall/Winter term student teams in delivering mentorship programming.

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

The University of Toronto and the Centre for Student Engagement are strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

REQUIRED SKILLS:

- Project management skills, providing project oversight to multiple concurrent projects and teams
- provide leadership on project teams, work collaboratively, and provide mentorship for other team members
- works collaboratively to resolve issues, and to negotiate changes and shifts in priorities.
- plan/conduct research studies, analyze trends, evaluate best practice and make recommendations
- excellent written and oral communication and presentation skills to provide recommendations, advice, and gain support for mentorship initiatives
- an understanding of program planning, curriculum development and event management principles that can be applied to projects
- Cross-cultural awareness of the University of Toronto Mississauga's diverse communities

SUMMER RESPONSIBILITIES:

A. CURRICULUM SUPPORT

- Develop content for Community Mentorship programs (Summer Mentorship Programs, Black Youth Mentorship, Bigs on Campus, MYAC Mentorship, and Alumni Mentorship etc.) by reviewing transition and year-end reports, researching mentorship theories and best practices and creating curriculum changes;
- Create and support Summer Programming Assistants in the delivery of Summer Mentorship Program Workshops for the Centre for Student Engagement
- Analyze and outline Community Mentorship areas for improvement; and
- Update content for Community Mentorship program training for mentors and mentees
- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

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

- Create and update event planning and facilitation documents
- Support the delivery of Summer Mentorship Program workshops
- Ensure materials and resources are available to Summer Programming Assistants for smooth program delivery



- Update the CSE website and CCR with information pertaining to mentorship programs;
- Ensure learning outcomes are met and materials and logistics are appropriately coordinated;
- Coordinate the scheduling of community mentorship programs with community partners; and
- Create a promotion plan to recruit UTM student volunteers for summer and fall/winter mentorship programs.

D. PROMOTION & EVENT COMMITMENTS

- Support Orientation, pre-arrival activities and workshops as required

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 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 a Student Engagement Coordinator.

FALL/WINTER RESPONSIBILITIES:

A. TRAINING AND CURRICULUM DEVELOPMENT

- Support data collection from student reflections and other assessment tools within programs
- Create resources to support the facilitation of training sessions; and
- Create resources to support participants and community partners in delivering Community Mentorship programs

B. PROJECT MANAGEMENT

- Oversee Community Mentorship programs including coordinating marketing and outreach and volunteer support and management;
- Manage and response to student staff inquiries, encouraging student development and learning; and
- Oversee the planning of end-of-year celebrations for participants and UTM volunteers
- Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week

C. 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.
 - Support the outreach of the department through participation in the drop-in center, CSE's Connect Corner for a regular shift during the week
- D. 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.
- E. 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 2023/2024
- F. ADDITIONAL DUTIES
- Additional duties as assigned by the Supervisor, Community Mentorship