

Position Description



YWCA CANBERRA

Position Information	
Position	YWCA Canberra Clubhouse Mentor
Date approved	January 2018
Program	YWCA Canberra Clubhouse
Supervisor	Clubhouse Coordinator
Location	YWCA Canberra Clubhouse: May Gibbs Cl, Richardson ACT 2905
Hours of work	3pm – 6pm, one day per week or fortnight. Hours are flexible and subject to mentor availability.
Salary	Volunteer unpaid

General Conditions of Employment
<ul style="list-style-type: none">• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check• All YWCA Canberra policies and procedures will apply

Position Statement
<p>The Clubhouse, established with the support of The Clubhouse Network, offers young people (ages 10 to 18) from the Tuggeranong region the opportunity to work on projects they find meaningful to their lives, using computers and technology. The program provides support and resources for young people to pursue their interests and build upon their talents. In the Clubhouse, youth can design their own music, art, newsletters, robots, science simulations, computer games, and animation.</p> <p>Volunteers at a Clubhouse, often referred to as Mentors, join a unique community of young people and adults who create, invent, and explore together using the latest in computer technology. Mentors at the Clubhouse vary in age, background, interests and skills. Current and past Mentors around the world include students, artists, educators, graphic designers, software developers, architects, previous Clubhouse members and community members.</p> <ul style="list-style-type: none">• Mentors help members express themselves through science, technology, engineering, arts, and maths by helping them develop the skills needed to express their interests.• Mentors focus on developing relationships: Successful Mentors understand the importance of establishing relationships based on respect and trust.• Mentors are mutual learners: Clubhouse Mentors sometimes lead, but they often follow, as they know it's empowering for young people to teach others.

Form:	Review Date: June 2018
Steward: People and Capability Manager	Approved By: Executive Director

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Responsibilities

Duties	<ul style="list-style-type: none"> • Working with Members and other Mentors on a specific project or activity. • Helping to recruit other Mentors. • Supporting technical maintenance. • Facilitating, or supporting the delivery of workshops. • Encouraging participants to contribute to the Clubhouse Network Intranet Site, The Clubhouse Village, the organization's own website or a newsletter. • Inspiring Members to explore, create and develop new ideas. • Developing themes for group projects. • Developing new project ideas.
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Selection Criteria

Qualifications	<p>Preferred:</p> <ul style="list-style-type: none"> • Qualifications, experience or interest in science, technology, engineering, arts or maths fields.
Knowledge and Experience	<ul style="list-style-type: none"> • Experience working with young people. • Computer literacy
Capabilities and Behaviours	<ul style="list-style-type: none"> • Ability to work with young people aged 10 – 18 • Enthusiastic attitude • Willingness to learn
Other Requirements	<ul style="list-style-type: none"> • Ability to work within the philosophy of YWCA Canberra • A current Working with Vulnerable People Registration

Authorisation

Acknowledgement by Incumbent	Signature:		
	Name:	Date	
MLYCC Manager	Signature:		
	Name:	Date	

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