

POSITION DESCRIPTION – PROGRAM MENTOR

Summary of Primary Functions

The Program Mentor is responsible for contributing to the nominated school-based program they work in to meet agreed targets and objectives. He/she works within the established guidelines, policies, procedures and mission of the Stars Foundation.

Key Relationships

Reports to: Program Coordinator

Supervises: Nil

Key Accountabilities

Fulfil the responsibilities of this role, under the supervision and direction of the Program Coordinator, in accordance with Stars Foundation's Code of Conduct, principles, values, policies and procedures.

Key Responsibilities

1. Program Operations

- a. Contribute to the delivery of an effective school-based program to achieve objectives within budget and in a manner that is consistent with the Foundation's principles, values, policies and procedures.
- b. Comply with standards in accordance with all Foundation policies and partner school policies
- c. Contribute to the implementation of program plans, policies, and goals that further the Foundation's objectives
- d. Ensure all program activity is consistent with the culture of the Stars Foundation
- e. Contribute to all program activities in a manner that aligns with the Foundation's policies, standards and philosophy of high expectations
- f. Be a positive role model to students, their parents and Stars alumni
- g. Consistently focus on developing trusting and respectful relationships with students

2. Student Welfare

- a. Keep a focus on the safety, health and wellbeing of program participants as the highest priority
- b. Ensure that all activities, including but not limited to, camps, trips, excursions and activities are conducted to the highest standard, in line with the policies of the Foundation and Department of Education
- c. Appropriately inform parents and carers of all activities, so that they can engage with the program and program staff

3. Relationships

- a. Develop and maintain relationships with students and their families
- b. Develop and maintain relationships with key partners, including school staff and Stars partners
- c. Liaise closely with community organisations including, but not limited to, Aboriginal and Torres Strait Islander organisations, local business, sporting clubs, police, etc
- d. At all times, represent the Foundation in a professional manner and maintain focus on the purpose of the Stars Foundation in supporting young Aboriginal and Torres Strait Islander women

4. School Liaison

- a. Comply with the policies of the partner school
- b. Develop and maintain a collaborative, cooperative relationship with the school leadership team and staff
- c. Communicate regularly and openly with school staff

5. Leadership

- a. Be a positive and active member of the Stars team
- b. Support the community engagement process assisting with community relationships and participation
- c. At all times, be clear that the purpose of the Foundation is to support young Aboriginal and Torres Strait Islander women, and that the students look to you as a role model

6. Operational Systems and Standards

- a. Work within the Foundation's operational procedures and framework and always implement to the highest standard
- b. Ensure familiarity with the Foundation's policies and procedures
- c. Ensure ongoing compliance with OH&S policies and procedures

7. Information, Data & Reporting

- a. Assist with record-keeping
- b. Assist with the maintenance of a library of resources including photographs, videos and activity updates

8. Financial

- a. Maintain sound financial practices as per policy and procedure guidelines
- b. Always be conscious of Stars Foundation's limited financial resources

Key Selection Criteria

- a. Able to work with and embrace a culturally diverse workforce
- b. Ability to work with passion, energy and respect
- c. Able to develop strong relationships with youth, based on trust and respect
- d. Demonstrated ability to work in a team environment
- e. Drivers Licence

Desirable attributes

- a. Experience in an educational or community development setting
- b. Knowledge and understanding of health and safety legislation
- c. Experience working with Aboriginal and Torres Strait Islander communities is preferred