**MENTORING OPPORTUNITY: PART TIME POSITIONS MENTORING INDIGENOUS ELEMENTARY AND HIGH SCHOOL STUDENTS**

## Application Deadline: May 30, 2018

The Centre for Initiatives in Education hires Carleton students to mentor/tutor Indigenous students in Ottawa. Currently this program supports students at Queen Elizabeth Public School, the Urban Indigenous Alternative High School, and Gloucester High School, and explores additional school partnerships. Mentors play a key role in maintaining students’ motivation to attend school and complete their studies.

The positions offer up to a maximum of 6 hours per week including 2 hours weekly for training and feedback meetings with the coordinators. There are also additional paid training sessions during the year.

This position is of interest to Carleton students in all disciplines, and provides experience that has been of benefit to those interested in teaching, social work, child and youth work, recreation, and other human services professions. It also offers a unique opportunity to develop strong leadership skills.

If you are interested in this opportunity please read the Mentor Position description below and complete the attached application form.

**School Board regulations require current police checks for those working with students. This cost will be reimbursed.**

Email or deliver your completed application and a current resume to Annie Kingston Miller or Patricia Reynolds by Tuesday May 1st. For more information about the position, please contact Annie or Patricia.

**Annie Kingston Miller Patricia Reynolds**

**613-520-2600 #8136 613-520-2600 #8136**

**1511 Dunton Tower or 1516 Dunton Tower (main office)**

**1516 Dunton Tower (main office) patricia.reynolds@carleton.ca**

**aesp@carleton.ca**

**Position Description**

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| **Position Description** | Mentors work with students at educational sites in Ottawa where they mentor and/or tutor Indigenous elementary and high school-age students. Mentor/tutors are also required to attend scheduled training/debriefing sessions with senior mentors and/or the program coordinator.  Mentors form a collaborative community of support for each other as well, and have found strength in these relationships and in their association with the resources available through the Centre. |
| **Responsibi-lities** | * Foster understanding of students’ own and others First Nations, Metis and Inuit identities and histories, comfort with identity, and a sense of pride in these identities * Provide encouragement and support to students in their efforts to thrive in school and community programs. Typical activities include: sharing cultural knowledge, often through games, traditional arts and game; tutoring students who require additional support, developing mentoring relationships with students, and participating in school activities (excursions, trips, etc.) * Provide information and assistance to those who are considering post-secondary education * Take part in mentor training and weekly debriefing meetings and support fellow mentors throughout the school year * Maintain effective communication with Mentor/Tutor Coordinator and the school supervisory staff |
| **Requirements** | * Knowledge of and sensitivity to Indigenous (First Nations, Inuit, and Métis) traditions, cultures, practices, and educational issues * Experience working with Indigenous youth, or with Indigenous organizations   (Related experience will be considered, for example, community involvement through volunteer experience and/or work with at-risk youth)   * Good academic standing throughout the school year * Ability to work as part of a team * Excellent communication skills |
| **Hours** | Up to a maximum of 6 hours/week during the academic year, and optional hours during exam periods  These hours will be negotiated with the program staff depending on the mentoring site. This may include public and secondary school hours and afterschool program hours in the late afternoon – early evening. |
| **Remuner-ation** | Salaries start at $16.00 per hour and increase with years of experience. |
| **How to apply** | **Submit the following via email or in person:**   * **Completed application form (2 sections)** * **Your resume (Including contact information for two references)** |

# Application for Indigenous Mentorship/Tutoring Program

**Please note: Complete both sections on this form and include a current resume with 2 references.**

**Incomplete applications risk not being considered.**

**Section 1: Please fill out this form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*surname given names*

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone number(s) home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell/work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your current academic program and what year are you in? What is your current GPA? (Please note that CIE will verify this information)

Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please highlight or bold “Yes” on these two items:**

|  |  |
| --- | --- |
| Yes / No | I agree that the Centre for Initiatives in Education may monitor my academic record prior to and (if my application is successful) throughout my employment with CIE. |
| Yes / No | I certify that the information provided in this application is complete and accurate. |

**Scroll down to Section 2**

**Please remember to include a current CV with 2 references**

#### Section 2: Please answer the following five questions giving as much detail as possible:

**a.)** Describe the work, volunteer and life experience that makes you a good candidate for this job, indicating how these experiences have prepared you for a position as a mentor/tutor for Indigenous children and youth.

**b.)** As a mentor/tutor how do you think you can promote positive learning experiences for Indigenous high school and elementary students?

**c.)** What types of cultural experiences do you have to share with elementary and/or high school students?

**d.)** What high school subject areas do you see as your strengths? What do you see as your strengths for interacting with elementary (Primary, Intermediate, Middle) school Indigenous students?

**e.)** What skills and knowledge do you hope acquire in this role?

**Attach current resume with 2 references.**

**Email or deliver to:**

**Annie Kingston Miller Patricia Reynolds**

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