



Volunteer Position Description – iPREP Mock Interview

Position Title:

Purpose of Position:

Days and times of volunteer work:

Responsible to Contact Person:

Phone:

Key responsibilities and tasks:

- Work within the philosophy of Youth Connect and its volunteer policy
- Observe safe work practices and duty of care
- Sign in and out on each day of work
- Give as much notice as possible to your Contact Person if you are unable to attend
- Attend at least one training session relevant to this area of work per year
- Draw any problems or issues to the attention of your Contact Person
- Work within duty of care and confidentiality guidelines
- Respond in culturally respectful and appropriate ways to youth, volunteers and paid staff

Qualifications/skills/qualities required:

- An excellent attitude towards encouraging and supporting youth

Description of work:

iPREP VOLUNTEER

- Assist in conducting mock interviews for students
- give students feedback on application, presentation and performance

Date of three (3) month review (end of probationary period) ____/____/____

Signed: _____ Signed: _____
(Volunteer) (Contact Person)

Date: _____ Date: _____