

SVP Teens 2022-2023 | Adult Mentor Info Package

Below is a table that outlines both the job descriptions of the leadership team (who you will be working closely with) as well as the Adult Mentor Job Descriptions (highlighted in grey). Check out the Adult Mentor Job Descriptions and see if there are any roles that you are interested in / where you could provide value! Adult Mentors are not expected to attend all meetings, but ideally should be able to attend meetings once a month and be available via Slack and email. (Meeting dates TBD)

<h2>Administration</h2>	
The administration executive group is responsible for leading both the executive team and the team as a whole. They organise all meetings, set and develop plans to achieve long term SVP Teens goals, and are very invested in the success of the group.	
<p>Chair (X2)*</p> <p>This job requires:</p> <ul style="list-style-type: none"> ● Attend every meeting ● Comfortable with delegation ● Enthusiasm about consistently working on SVP Teens projects in spare time ● Good communication - consistently accessible via email and Slack ● Big picture thinking <p>*This position has already been filled</p>	<ul style="list-style-type: none"> ● Set major goals for the year with the help of the executive team ● Direct the long-term direction of the program ● Support and train Vice-Chairs ● Delegate tasks to the Vice-Chairs ● Follow up with members on their responsibilities ● Communicate with adult mentors and be the primary contact of the SVP Teens organisation ● Speak at the all-partners meeting (be the face of the teens group) ● Apply for program funding/sponsorships from other community organisations throughout the year
<p>Vice-Chair of Operations</p> <p>This job requires:</p> <ul style="list-style-type: none"> ● Enthusiasm about consistently working on SVP Teens projects in spare time ● Attend every meeting ● Good communication - consistently accessible via email and Slack ● Punctuality ● Big picture thinking <p>* This position requires new applicants to be in Grade 11 or younger</p>	<ul style="list-style-type: none"> ● Work closely with the program Chairs to help with tasks ● Conduct and oversee all SVP Teens events alongside Chairs ● Follow up with members on their responsibilities ● Support all SVP teens in various aspects
<p>Secretary</p> <p>This job requires:</p> <ul style="list-style-type: none"> ● Availability for almost every meeting, otherwise task is delegated to another executive member ● Organisational skills ● Writing skills (quickly determining important details) ● Good communication - consistently accessible via email and Slack 	<ul style="list-style-type: none"> ● Fill out a pre-prepared meeting minutes template with notes and descriptions of each meeting's key points/speakers/accomplishments as meetings progress for the reference of members who were absent. ● Upload meeting minutes to Slack and Google Drive ● Make sure the Google Drive is organised so members can find important resources ● Manage Zoom recordings and ensure that all meetings are recorded (this task can be delegated)

Outreach/Opportunity

The opportunity coordination team is responsible for actively researching community opportunities that the SVP Teens can get involved with. Between enrichment programs, volunteering, community events, and guest speakers, this team exposes all SVP Teens members to fantastic opportunities.

Vice-Chair of Opportunity

This job requires:

- All Vice-Chairs are expected to attend every weekly exec meeting
- **Responsibility:** directly accountable for the actions of their department
- Complete tasks within their provided due dates
- Must have consistent communication with team and other members (response within 2 business days)
- Inspiring and positive leadership: must encourage others in their department to do their best and act with integrity
- All of the requirements of the Opportunity Executives role

- Prepare assignments for opportunity coordinators
- Manage and create deadlines for opportunity coordinations
- Set smart goals for department to reach and encourages department members to take initiative
- Provide new opportunities and connections to SVP Teens
- Provide consistent updates to the Administrations team about ongoing projects and initiatives
- Ensure that department has selected three speakers a year that fit with our organisation's values

Opportunity Executives

This job requires:

- Confidence to communicate in a polished and professional manner via written correspondence (i.e. email) with charities, guest speakers, and adult community members
- The desire to constantly look out for opportunities
- Enjoy getting others involved
- Existing personal connections with leadership programs at your school / similar organisations in the community or the desire to reach out

- Evaluate teen values and priorities at the beginning of the year
- Conduct all external communication (i.e. with venues, services, and/or other organisations) as required by other branches, especially fundraising
- Research, conduct outreach, and present "Opportunities of the Month" at every all-members meeting, including volunteering opportunities, community events etc.
- Research and manage communication with guest speakers
- Research potential grants and other sources of funding to which SVP Teens can apply (actual applications will be written by administration)

Adult Mentor

Valued skills:

- Knowledge of and connections in the community
- Have sponsorship connections/experience
- Ability to teach skills useful for organisation and teamwork
 - How to organise a team
 - How to get sponsors
 - How to connect with organisations around region
 - How to recruit new members
- Time commitment - availability through email/specific SLACK channels
- Experience with community research/volunteering
- Connections with partners/events within the community that are appropriate for SVP Teens volunteering

- Teaching members how to lead effective meetings and how to be a good mentor to younger members
- Checking over procedures constructed by the team members and making sure they're appropriate
- Ensure that the finished products used for recruitment are professional
- Teach how to prioritise and select opportunities that are well suited to our needs and wants
- Teaching members how to lead effective meetings and how to be a good mentor to younger members
- Checking over procedures constructed by the team members and making sure they're appropriate
- Coordinating meetings and communications

Fundraising

The fundraising team's primary function is to plan, create and run fundraisers by engaging the entire SVP Teens team. If you have ideas for creative fundraisers, love leading others, and want to directly impact the amount of money we donate to charities, this is the executive position for you!

Vice-Chair of Fundraising

This job requires:

- All Vice-Chairs are expected to attend every weekly exec meeting
- **Responsibility:** directly accountable for the actions of their department
- Complete tasks within their provided due dates
- Must have consistent communication with team and other members (response within 2 business days)
- Inspiring and positive leadership: must encourage others in their department to do their best and act with integrity
- All of the requirements of the Fundraising Executive role

- Help manage and oversee projects lead by fundraising executives
- Manage and create deadline
- Work with other departments for fundraising resources
- Provide consistent updates to the Administrations team about ongoing projects and initiatives
- Manage and create deadlines for Fundraising Executives
- Set SMART goals for department to reach and encourages members to take initiative

Fundraising Executives

This job requires:

- Big picture thinking - ability to organise large scale, goal-oriented fundraisers
- Creativity & open mindedness!
- A desire to directly impact how much money SVP Teens donates to charity through our grant

- Set fundraising goal for the year
- Divide the year up and plan when fundraisers will run and how much they aim to raise in order to reach our overall goal
- Create and maintain fundraising calendar that lays out fundraising events for the year
- Devise and sort through fundraiser ideas to shortlist top ideas
- Plan fundraisers and work with other members to create un, engaging and creative team-wide fundraisers
- Reflect and re-evaluate fundraising goals as the year progresses

Adult Mentor - Fundraising Events

Valued skills:

- Experience planning and executing events
- An understanding of all the essential elements and resources that go into planning successful fundraisers
- Connections within the community (e.g. knowledge of venues, local companies/ organisations we could partner with etc).
- Good teaching/communication/delegating skills without overstepping

- Answering any questions from the fundraising team to the best of your abilities
- Suggesting venues, companies, and organisations that the teens can reach out to - make sure teens are doing all of the communication
- Check over materials and procedures constructed by the team members and make sure they're appropriate
- Teach members how to lead effective meetings and how to be a good mentor to younger members

Member Engagement

The engagement team's main purpose is to build the SVP Teens *team*. Our people are our most important resource, and the engagement team is responsible for making sure that throughout the year, members are getting involved and having a great time. The engagement team will welcome new members, plan fun activities, and take charge of recruitment. Join this team if you love meeting new people, making friends, and being a part of the SVP Teens team!

Vice-Chair of Engagement

This job requires:

- All Vice-Chairs are expected to attend every weekly exec meeting
- **Responsibility: directly accountable for the actions of their department**
- Complete tasks within their provided due dates
- Must have consistent communication with team and other members (response within 2 business days)
- Inspiring and positive leadership: must encourage others in their department to do their best and act with integrity
- All of the requirements of the Engagement Executive role

- Help manage and oversee projects lead by engagement executives
- Manage and create deadlines for engagement executives
- Oversee all new member onboarding
- Provide new ideas and inspirations for engagement executives
- Ensure that there is a team-bonding activity at each monthly all-members meeting
- Provide consistent updates to the Administrations department about ongoing projects and initiatives

Engagement Executives

This job requires:

- An enthusiastic, welcoming, fun personality
- A desire to get other people involved in the community
- Personal connections to schools and other community organisations are desired, especially connections with youth that are underrepresented in the SVP Teens organisation (different schools / backgrounds / skills / interests etc)
- Commitment and desire to build a diverse team of kids from as many schools, communities, backgrounds, and interests as possible

- At the beginning of the year, welcome all new members and run orientation activities to introduce everyone to SVP Teens
- Act as a contact for all members to periodically check in, ask questions, and access information throughout the year
- Develop onboarding material to introduce new members who join midway through the year to Slack, the website, Google Drive, Instagram, etc.
- Run monthly bonding events outside of meetings
- Create and maintain engagement calendar that lays out engagement events for the year
- Develop strategy for expanding our presence within the Waterloo Region
 - Research and reach out to other youth organisations in the community
 - Recruit new members at the end of the year
 - Organise presentations for different organisations/ schools in the community to let people know about SVP Teens

Adult Mentor

Valued skills:

- Knowledge of and connections in the community
- Have sponsorship connections/experience
- Ability to teach skills useful for organisation and teamwork
 - How to organise a team
 - How to connect with organisations around region
 - How to recruit new members
- Time commitment - availability through email/specific SLACK channels
- Experience with community research/volunteering
- Connections with partners/events within the community that are appropriate for SVP Teens volunteering
- Good teaching/communication/delegating skills without overstepping

- Teach members how to lead effective meetings and how to be a good mentor to younger members
- Check over procedures constructed by the team members and make sure they're appropriate
- Ensure that the finished products used for recruitment are professional
- Teach how to prioritise and select opportunities that are well suited to our needs and wants
- Teaching members how to lead effective meetings and how to be a good mentor to younger members
- Checking over procedures constructed by the team members and making sure they're appropriate
- Tell us about your experiences and provide advice

Marketing

The marketing team is responsible for building and maintaining the **SVP Teens brand**. Whether we are trying to promote SVP Teens projects in the community, recruit new SVP Teens members, or document our operations all year, the marketing team is responsible for showing off what we do! Join this team if you have an artistic eye and love creating content!

Vice-Chair of Marketing

This job requires:

- All Vice-Chairs are expected to attend every weekly exec meeting
- **Responsibility: directly accountable for the actions of their department**
- **Punctuality: complete tasks within their provided due dates**
- **Must have consistent communication with team and other members (response within 2 business days)**
- **Inspiring and positive leadership: must encourage others in their department to do their best and act with integrity**
- All of the requirements of the Marketing Executive role

- Create and manage a year-long marketing strategy for the program with the help of Marketing Executives
- Support and oversee social media and website activities
- Delegate tasks and assignments from other branches (e.g. Fundraising wants a poster) to Marketing Executives and works to ensure that they are finished in a timely manner
- Manage and create deadlines for Marketing Executives
- Ensure that Marketing Executives are focused, efficient and on the right track
- Ensure that all Marketing content is consistent with SVP Teens standards for quality
- Provide consistent updates to the Administrations department about ongoing projects and initiatives

Marketing Executives

This job requires:

- An eye for graphic design
- Good spelling/ grammar
- Ability to create Instagram & Facebook advertisements
- The ability and desire to teach yourself how to effectively use Instagram advertising / Facebook pages
- Proficiency with digital illustration software (not required, but definitely a plus!)

- Work with Vice-Chair of Marketing to create and effectively execute marketing strategies / plans for SVP Teens events, fundraisers, and recruitment efforts
- Design Instagram and Facebook advertisements
- Design materials (posters, brochures, banners etc.) to be used for in-person promotion

Social Media Manager

This job requires:

- Creativity!
- Ideas for fun and interactive methods (challenges, campaigns, instagram takeovers etc.) to engage with our social media audience
- Good communication - consistently accessible via email, Slack, and Instagram DMs (response within 1 business day)

- Work with Vice-Chair of Marketing to create and effectively execute marketing strategies / plans for SVP Teens events, fundraisers, and recruitment efforts
- Come up with exciting ways to engage our Instagram audience
- Respond to direct messages received on social media
- Oversees the creation of content from Marketing Executives
- Connect online with other community-focused accounts to build a network and establish SVP Teens' position in the community
- Run challenges, Instagram takeovers, polls, Q&A sessions etc. to build the SVP Teens online community and show everyone all of the fun activities we do.
- Optimise our online presence by using advertisements (this will vary based on our budget for the year)

Adult Mentor

Valued skills:

- Experience posting for corporate social media / maintaining a brand online

- Answering any questions from the marketing team to the best of your abilities
- Ensures all content is appropriate and professional prior to it being posted

<ul style="list-style-type: none"> ● Good teaching/communication/delegating skills without overstepping ● Time commitment - availability through email/specific SLACK channels ● Experience with video and photo editing software ● Ability to teach ● A camera you are willing to share with specific and responsible teens is an added bonus :) 	<ul style="list-style-type: none"> ● Works with the team to decide how we want to brand ourselves through the content we create & share ● Checking over procedures constructed by the team members and making sure they're appropriate ● Help to create promotions through social media to attract more teens for future years ● Teaching members how to lead effective meetings and how to be a good mentor to younger members
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Technology

The marketing team is responsible for building and maintaining the **SVP Teens brand**. Whether we are trying to promote SVP Teens projects in the community, recruit new SVP Teens members, or document our operations all year, the marketing team is responsible for showing off what we do! Join this team if you have an artistic eye and love creating content!

Vice-Chair of Technology

This job requires:

- All Vice-Chairs are expected to attend every weekly exec meeting
- **Responsibility: directly accountable for the actions of their department**
- **Audio-visual abilities**
- **Punctuality: complete tasks within their provided due dates**
- **Must have consistent communication with team and other members (response within 2 business days)**
- **Inspiring and positive leadership: must encourage others in their department to do their best and act with integrity**
- **All of the requirements of the Marketing Executive role**

- Manage the website, our most comprehensive resource to promote our group and manage our image in the community
- Use the comprehensive Wix tools to design new pages of the SVP Teens website (e.g. new fundraisers)
- Improve the website while staying consistent to the SVP Teens brand guidelines
- Ensure the website is consistent with other materials (instagram, facebook, posters etc.)
- Update contact lists (removing contact information of teens that have left and adding new contacts), resources, and miscellaneous figures (how many dollars we have raised total, etc.)
- Directs on-the-ground audio-visual elements of meetings and events

Website Designer

This job requires:

- **An eye for design**
- **Enthusiasm about consistently working on SVP Teens projects in spare time**
- **Proficiency with the Wix website builder/the desire and ability to learn**
- **Proficiency with programming and computer software/the desire and ability to learn**
- **Audio-visual experience**

- Maintain the website, our most comprehensive resource to promote our group and manage our image in the community
- Utilize web development tools to design and modify pages of the SVP Teens website (e.g. new fundraisers)
- Improve the website while staying consistent to the SVP Teens brand guidelines
- Ensure the website is consistent with other materials (instagram, facebook, posters etc.)
- Update contact lists (removing contact information of teens that have left and adding new contacts), resources, and miscellaneous figures (how many dollars we have raised total, etc.)
- Helps with on-the-ground audio-visual elements of meetings and events

Adult Mentor

Valued skills:

- **Good teaching/communication/delegating skills without overstepping**
- **Experience with audio-visual technology**

- Ensuring all website content is appropriate and consistent with brand guidelines
- Working with the team to make edits and improvements to the SVP Teens website
- Checking over procedures constructed by the team members and making sure they're appropriate

- Experience in the programming field
- Familiar with website-building
- Ability to teach

- Assisting the technology team in events involving audio-visual
- Teaching members how to lead effective meetings and how to be a good mentor to younger members

We love new members and are very excited that you're interested in joining our team!

For more information about SVP Teens, check out our website svpteens.org.

If you have any questions, please reach out to us via Direct Message on the [@svpteens](https://www.instagram.com/svpteens) instagram account.



Thank you so much for your interest in being an Adult Mentor for the 2022-2023 SVP Teens!

Your mentorship empowers teens by providing us with the skills we need to start addressing the social issues that impact **our** city and that we care most about. Bringing these like-minded teens and Adult Mentors together will be magic, and we can't wait for you to be a part of it!

If you wish to put your name forward to be an Adult Mentor for the 2022-2023 SVP Teens, please email svpteens@gmail.com. Please provide a short paragraph that introduces yourself, explains why you want to get involved, and details what skills you could bring as an Adult Mentor (e.g. if you have experience with photography and would like to be the photography mentor). We look forward to hearing from you!

The 2022-2023 SVP Teens Leadership Team