



Volunteer Opportunity

Fairy Godmother Program Coordinator

About: The Princess Shop (TPS) Mentorship and Female Youth Development Inc. is a non-profit organization that has been supporting female students who face financial and social barriers since 2007. Many of the graduates we serve face multiple barriers and something as simple as attending their own graduation celebration is not an option. The Princess Shop takes immense pride in being able to provide female students with an enhanced graduation experience and access to programming opportunities such as mentorship, life skills workshops, and education scholarships. We are based in Saskatoon and serve all of Saskatchewan.

Volunteer Position Title: Fairy Godmother Program Coordinator

Location: Saskatoon, SK

Background: The Fairy Godmother Program provides a mentorship experience that helps female students in Saskatchewan nurture self-confidence and reliance as they pursue professional, educational or personal goals after graduation. Graduates are matched with a mentor based on goals and shared connection. They engage in a mentorship relationship with the goal of supporting the graduate's growth and development.

Intent: The Princess Shop is seeking a volunteer Program Coordinator to implement the Fairy Godmother mentorship program. The Program Coordinator will ensure the program is meeting objectives and identify areas for improvement. The Princess Shop has a very small staff team and volunteers are integral to the success of our programs.

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Position Term: The position term is January - August. The volunteer Program Coordinator is requested to commit to the full length of the program's duration over at least one year to ensure appropriate program coordination and mentor/mentee support. Volunteers are welcome to return the following year and also engage in other volunteer opportunities at The Princess Shop.

Commitment and Expectations:

- Commit an average of 7–8 hours per week between January - August (hours vary based on time of year)
- Coordinate with The Princess Shop's Program Coordinator to ensure consistency of the program with the organization's vision, mission, values and purpose
- Include the Program Coordinator on relevant email correspondence and provide regular updates
- Attend bi-weekly team meetings and provide an update on the program's progress (currently every 2nd Thursday at 6:00pm)
- Notify the Program Coordinator two weeks in advance if you cannot attend a meeting
- Attend monthly Fairy Godmother Program mentorship events

Support: Orientation and volunteer support will be provided by The Princess Shop's Program Coordinator. Volunteers are part of a broader team at The Princess Shop. The team will work together to create a reasonable commitment of time and coverage for all involved.

Qualifications:

- Ability to provide support with understanding, empathy and compassion to individuals who face financial and/or social barriers
- Ability to provide a safe, caring and inclusive environment for all, including Indigenous, Newcomer, Visible Minority, 2SLGBTQ+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning) and other students experiencing financial and/or social need
- Excellent written and oral communication skills
- Strong attention to detail and organizational skills
- Strong leadership skills
- Ability to self-motivate and can motivate others
- Patience, drive, determination and passion
- Ability to self-motivate and inspire others to act
- Ability to prioritize tasks effectively in order to meet deadlines

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- Strong computer skills, including experience with Microsoft Office Suite and applications such as Google Calendar and Google Docs
- A pleasant manner and patience, as well as drive, determination and passion
- A willingness to prioritize their responsibilities as a volunteer
- Ability to work effectively both alone and within a team
- Personal emphasis on being dependable and a willingness to do what it takes to get results
- Resourcefulness and courage to be able to solve problems on the fly and take initiative

Key Responsibilities:

- Attend Fairy Godmother orientation and training (date TBD)
- Provide an official Criminal Records Check with the Vulnerable Sector (letter provided by The Princess Shop to receive check free of charge)
- Work with The Princess Shop's Program Coordinator for effective delivery of the program and achievement of its objectives
- Work with the Program Coordinator to develop processes for effective recruiting, screening and matching of applicants
 - Seek opportunities to sustain and grow the program
 - Review and screen participant applications, assess compatibility and motivation
 - Support interviews with potential Fairy Godmothers and graduates
 - Support the matching process of graduates with a compatible Fairy Godmother
- Prepare and conduct orientation and training seminars for program participants
 - Obtain signed waivers from all Fairy Godmothers and graduates
 - Answer questions from participants about the program and provide guidance as needed
- Provide ongoing support to participants throughout the program
 - Manage relationships between Fairy Godmothers and graduates when needed
 - Do monthly check-ins with monitor the progress of each match
 - Coordinate monthly events to foster connection and support learning objectives
 - Make reminder calls to participants prior to organized events
 - Prepare email correspondence and other content as needed
- Escalate feedback and other observations to the Program Coordinator
- Maintain the confidentiality of the organization and program participants
- Continually look for creative ways to grow and enhance the program

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Reciprocal Benefits: Individuals who volunteer with The Princess Shop receive valuable volunteer experience and get to witness the confidence and empowerment that graduates experience when engaging with our programs. Our volunteers also have fun and build friendships. The Princess Shop volunteers can receive a letter of reference signed by The Princess Shop's Executive Director upon request.

To apply: Please email your cover letter and resume to info@theprincessshop.ca. Feel free to contact us if you have any questions.

Priority will be placed on women, Indigenous, and 2SLGBTQ+ volunteers. We welcome everyone to apply.

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