

POSITION DESCRIPTION



POSITION TITLE	Asista Volunteer Mentor
REPORTING TO	Program Coordinator
DEPARTMENT	Asista Mentoring Program
CLASSIFICATION	Volunteer

ABOUT Asista Mentoring Program

Asista is a special program that matches girls and young people of diverse gender (12 – 18years) in the child protection system with a female volunteer mentor. The program facilitates fortnightly one-on-one recreational outings that build friendship, trust and life skills as the mentee navigates her journey to adulthood.

Asista is delivered across Melbourne's Northern and Western suburbs.

Asista Mentoring Program has been running since 1998 and was developed by YWCA Australia to meet the needs of young women who are clients of Department of Family, Fairness and Housing (DFFH) Child Protection System in the Northern and Western Metro Regions of Melbourne.

Asista is one of state's longest running mentor programs and is offered to young women in partnership with the Victorian Government.

The program reflects our priority to create spaces for women, especially young women, to become leaders and drive positive change.

Our goal is to ensure that young women in the child protection system have the positive role models and influences in their lives to become strong, resilient adults, who exercise power and choice in pursuing their goals and aspirations.

See more information about Asista Mentoring Program here:

<https://www.ywca.org.au/programs/mentoring-and-leadership/asista/>

THE ROLE

Participants are matched based on location, personality, mutual likes and interests.

Mentors drive to their mentee's house to take them out for activities. Activity costs (food, tickets/entry, materials, etc) are paid by the mentor and reimbursed by the program.

Mentors will be responsible for leading communication and relationship development to a specifically matched mentee.

Through a variety of social, skills based and fun one-one-one outings, mentors provide a supportive environment that encourages growth, connection and new experiences.

Activities are decided between the two of you.

Whilst beneficial, mentors do not need any prior experience or qualifications as training and support is consistently provided to all mentors prior starting and throughout their engagement.

KEY RESPONSIBILITIES

Duties

- Be proactive in initiating fortnightly outings for your match period (12 months) and be willing to keep your commitment
- Provide an environment that is supportive of the mentee's emotional and physical safety
- Follow Program Code of Conduct and Program Boundaries

Current at May 2026

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- Have a clear understanding of YWCA's policy and procedures in relation to child protection, and comply with all requirements
- Attend compulsory training and ongoing supervision
- Attend Volunteer Support Meetings
- Seek assistance from Program Coordinator regarding concerns, relationship development and challenges
- Send in tax invoices for reimbursement within 14 days
- Report all outings and cancellations

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Female or gender diverse over 24 years of age
- Live in (or can travel to) Melbourne's Northern and Western suburbs
- Confident drivers with a current Victorian driver license and access to a car
- Commit to 12 months matched in program (after application and training period)
- An understanding or willingness to learn about Trauma Informed Care and working effectively and sensitively with young people with complex needs and challenging behaviours
- National Police Check (International where required) and Working with Children's Check

At YWCA Australia, we live our values every day

