



Volunteers of America®

VOLUNTEERS OF AMERICA MENTORING CHILDREN OF PROMISE

Mentor Job Description

The **Major Role** of the mentor is to serve as a positive role model for children of incarcerated parents as they mature mentally, physically, and emotionally into adulthood.

Mentor Responsibilities

- To develop a relationship with the youth in the aim of providing support, guidance, friendship, positive interaction, exposure to positive activities, opportunities to learn life skills and positive problem solving skills, to ease some of the fear, anger and sadness experienced by the removal of a parent.
- Work as a team with the site coordinator, Program Manager, and caregiver to help establish a trusting and dependable relationship that can place the child on a positive path to success.
- To assist youth in further developing his or her daily life skills such as self-confidence, self-esteem, academic excellence and moral values.
- To enable and help youth learn how to help him or herself and encourage him or her to make his or her own decisions and take responsibility for them.
- Demonstrate good character, emotional stability, and a responsible adult life style free from use of alcohol and use of illegal drugs before and while in the presence of youth.
- Commit to spending at least one year in consistent contact with the youth.
- Commit to spending at least 2-4 times per month, 8 hours per month with youth through face-to-face visits with a minimum of two face-to-face visits per month.
- Attend orientation and training sessions before initial match with child and ongoing workshops while participating in the program.
- Maintain contact with the Program Manager at least once a month reporting on match progress.
- Return completed Monthly Activity Report/Time Sheets to the site coordinator in a timely manner.

- Participate in special program functions, i.e., banquets, picnics, award ceremonies, monthly site activities, etc.
- Promptly inform Program Manager of problems, needs, or concerns related to youth or the match.
- Agree to provide a one-month notice before the termination of any match and conduct a termination meeting with youth and other parties.

Time Commitment

- Make a one-year Commitment
- Spend a minimum of eight hours per month one-to-one with a mentee
- Communicate with the mentee weekly.
- Attend an initial Volunteers of America Volunteer orientation session.
- Attend a mentor training as provided.
- Attend, at minimum, quarterly mentor training sessions.
- Attend mentor/mentee group events, mentor support groups, and program recognition events.

Participation Requirements

- Be at least 18 years old
- Be an emotionally stable and mature person with a sincere interest in helping youth develop to their full potential.
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process.
- Be dependable and consistent in meeting the time commitments.
- Attend mentor training sessions as prescribed.
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities.
- Have access to an automobile, auto insurance, and a good driving record.
- Have a clean criminal history.
- Applicant does not use illicit drugs.
- Applicant does not use alcohol or controlled substances in an inappropriate manner.
- Applicant is not currently in treatment for substance abuse, or has a non-addictive period of at least two years.
- Applicant is not currently in treatment for a mental disorder or has not been hospitalized for such in the past three years.

Desirable Qualities

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

Benefits

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Training sessions and group activities
- Participation in a mentor support group
- Record of volunteer hours to be used on future job applications
- Personal ongoing support, supervision to help the match succeed.
- Mentee/mentor group activities, complimentary tickets to community events, participant recognition events.

Application and Screening Process

- Written application
- Driving record check
- Criminal history check, state, child abuse and neglect registry, sexual offender registry.
- Personal interview
- Provide three personal references
- Attend Volunteers of America Volunteer Orientation training.
- Attend mentoring training as provided.
 - Training will be scheduled on a quarterly basis.
 - Program staff will develop and deliver all training sessions with assistance from other agency staff, professionals and volunteers.
 - Training to include but not limited to: Communication Skills, Role of Mentor, Problem Solving, Listening Skills, Boundary Settings, Building Self-Esteem, Relationship Building, Cultural Diversity, and Positive Youth Development.

Other trainings/in services:

- Understanding Bipolar
- About Post-Traumatic Stress Disorder
- Understanding ADHD
- Mental Illness (They are treatable conditions)
- Skills for negotiating and resolving conflicts
- Managing anger

Evaluation forms will be collected at training sessions for the purpose of evaluating improving the content of the trainings and trainer performance.