



**MENTOR**  
INDEPENDENCE  
REGION

# Volunteer Mentor Position

## Description & Eligibility

### *Best Practice Resources – Program Management*

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This sample should be modified to fit the context of your specific mentoring program. Your mentor position description and eligibility checklist should be provided to potential volunteers upon their initial contact with your program, and then detailed again in your volunteer handbook, and reviewed in-person during the volunteer's interview. A volunteer position description and corresponding eligibility checklist should be reviewed every two years to reflect up-to-date program goals and processes.

#### **Program Description:**

*[Name of Program]* helps to empower youth in our community to make positive choices. The mentoring program uses adult volunteers who commit to supporting, guiding, and being a friend to a young person for a period of at least one year. By becoming part of the social network of adults and community members who care about youth, a mentor can support youth participants to enhance their self-esteem, positive connections to school, and healthy relationships with adults and peers.

A volunteer mentor with *[Name of Program]* must be able to fulfill the volunteer position description, and meet the eligibility requirements listed below.

#### **Mentor Role**

- Take the lead in supporting a young person through an ongoing, one-to-one relationship
- Serve as a positive role model and friend
- Build the relationship by planning and participating in weekly activities w/ his/her mentee
- Strive for mutual respect
- Build self-esteem and motivation
- Help set goals and work toward accomplishing them

#### **Time Commitment**

- Make a one-year commitment
- Spend a minimum of eight hours per month one-to-one with his/her mentee
- Communicate weekly with mentee and his or her family
- Attend an initial six-hour orientation/training session and additional two-hour training sessions twice during each year of participation in the program
- Attend optional mentor/mentee group events, mentor support groups, and program recognition events

#### **Participation Requirements**

- Be at least 21 years old
- Reside in program area (*fill in geographic region*)
- Have experience working with young people
- 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
- Be available to commit to meeting with a youth for at least two hours per week, for a commitment of one year.
- 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 a clean driving record, access to an automobile, and up-to-date auto insurance to include liability coverage
- Have a clean criminal history
- No use of illicit drugs, or alcohol or controlled substances in an inappropriate manner
- Not currently in treatment for substance abuse and have non-addictive period of five years
- Not currently in treatment for a mental disorder or hospitalized for one in the past three years

### Desirable Qualities

- Experience working with disconnected youth
- Some form of higher education beyond high school or GED
- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

### Benefits

- Personal fulfillment through contribution to the community and individuals
- Satisfaction in helping someone mature, progress, and achieve goals
- Professional development through training sessions and group activities
- Participation in a mentor support group
- Mileage and expenses are tax deductible
- 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 and proof of insurance
- Criminal history check: Federal Fingerprint-Based background check to include scan of child abuse and neglect registry, and sexual offender registry
- In-person interview
- Submission of four personal references including a family member, friend and co-worker all of whom have known the applicant for at least two years.
- Attend six-hour mentor training

For more information, contact *(fill in the name, phone number, and email of the appropriate program contact)*

*All materials submitted and collected for the purpose of being considered to be a volunteer with the program are confidential and are the property of the agency.*