

Volunteer Job Description

Job Title: Mentor

Purpose: The mentor strives to be the student’s friend, role model, motivator and personal advocate. The mentor’s purpose is to build self-esteem, confidence and self-worth, supplementing the work of parents, teachers, counselors and other social and educational professionals.

Reports to: Directors of Mentoring and Volunteer Services

Responsibilities:

- **Advocating** for their mentees
- **Listening** to the mentees ideas, dreams, needs, & concerns
- **Protecting confidence**, by establishing & maintaining the mutual respect and trust needed for the risk-taking necessary for learning, maturing, & professional growth
- **Reaching out**, as in helping a mentee feel less a guest & more a peer & team member
- **Celebrating** by recognizing accomplishments, affirming growth, & building professional self confidence.
- **Meet regularly** with the mentee in person at least once bi-weekly in addition to make contact via telephone once to twice weekly
- **Develop** plans, assign tasks, and set goals to aid them in reaching their potential.

Requirements/Qualifications:

Procedures:

21 years of age or older	Submit Application
Ability to work shifts and be on call to support mentee	Screening/Orientation/Training
Adapts to different situations	Reference Check
Ability to work with a wide range of people	Background/Fingerprint Check
Cares about young people and their future	School & Mentee Assigned
Communicates and innovates effectively	Coordinator, Mentor and Mentee First Meeting
Listens does not judge	Mentor and Mentee Meetings Begin
Suggests and guides	Follow-up Mentor Feedback and Training Meetings
Commits time to the mentee and the program	
Gives and shares	

Special Requirements: Complete initial training; six-month commitment to program, background check

Benefits: Mentors will be provided with in-depth and ongoing training in the dynamics of changing hearts and changing lives and will gain direct experience in providing support to people in need. Participation will enhance the community responsiveness to supporting our youth who are our future. College and other academic internships available.

L.E.A.P. ORG. is an equal opportunity employer. As such, reasonable accommodations for persons with disabilities will be made in compliance with the Americans with Disabilities Act (ADA).