



# LEAP Organization

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Leadership, Enlightenment, Achievement, Perseverance  
Outreach, Responsibility, and Growth

1860 Wilma Rudolph Blvd  
Clarksville, TN 37040  
www.leaporg.net  
931-378-0500  
931-274-0929 (Fax)

**Title:** Volunteer Entrepreneur Adviser

**Reports to:** Programs Manager

## **Qualifications:**

- Understanding the rules on confidentiality and data protection
- Experience of funning or working with a small business or at organizational senior level
- Experience of working with young people
- Knowledge of support networks for young people

## **Responsibilities:**

- Engage with entrepreneurs to agree how mentoring could support their prospective or existing business
- Establish and maintain professional boundaries with each entrepreneur
- Encourage each entrepreneur to express and discuss their ideas, concerns and understanding on the business situation facing them
- Work with each young person to find and translate information, understand problems, identify solutions, implement action plans and review and reflect on outcomes
- Help entrepreneurs to reflect and recognize progress, provide encouragement and support; and celebrate success; helping to learn from mistakes
- Refer entrepreneurs to other sources of information, advice, or further support when Appropriate
- Encourage entrepreneurs to take responsibility for their own decisions, plans and actions
- Maintain regular contact with each entrepreneur assigned