

Generic Mentor Role Description

Document Owner: Tony Aloise
Last Updated: May 13, 2017



GOAL: The mentoring program connects volunteer mentors with individuals who are making efforts to get a job, become self-sufficient or improve their lives in some way. The goal of the mentor is to build a committed relationship with an individual to help them define and accomplish goals. The mentor may serve as a friend, advisor and bridge to the community.

DUTIES/RESPONSIBILITIES:

- Support the individual in setting and achieving goals (*heart, mind, body and soul and more in the context of personal vision*).
- Role modeling a positive and professional attitude and behaviors.
- Support of the individual in recognizing strengths, beliefs, values and needs (*know yourself deeply*).
- Support of the individual in working toward independence and economic stability.
- Commitment to developing and maintaining a _ month (tbd by organization) mentor relationship.
- Weekly/monthly (tbd by organization) in-person contact with individual and phone contact as needed.
- Regular communication with Mentoring Program Leader regarding progress of mentoring relationship. Completion of weekly contact notes (details tbd by organization).
- Completion of initial orientation and training prior to being matched with a mentee.
- Desire for personal growth through (*LSN wiki, Mentor for Purpose workshops*).
- Occasional "specialty skill coaching" as needed/desired by the individual, e.g. writing a resume or developing a budget.

REQUIREMENTS/QUALIFICATIONS:

- Sincere desire to be personally involved with another person to help him or her achieve personal and/or professional goals.
- Good self-awareness; understands own values, assumptions and biases; considers other perspectives.
- Ability to communicate openly and non-judgmentally (*asking powerful questions, active listening*).
- Ability to establish a relationship based on equal responsibility and respect.
- Practical problem solving skills and ability to suggest options and alternatives.
- Sensitivity to persons of different educational, economic, cultural, or racial backgrounds.
- Able to respect confidentiality and protect all communication with mentee as privileged, except to share with Mentoring Program Leader according to program requirements.
- Must be at least __ years old.

TIME COMMITMENT: After completion of the initial training, a mentor is expected to spend approximately 3 to 4 hours per month (tbd by organization) in service to with the individual/mentee. This service would include all meetings, phone contact, record keeping, and travel time.

TRANSPORTATION: It is necessary for mentors to provide their own transportation to meetings (note that some organizations will have location restrictions or require a waiver). If a mentor will be using his/her personal vehicle, a driver's license and insurance check will be made prior to final acceptance into the program.

BACKGROUND CHECKS: A criminal history check will be made prior to final acceptance of a volunteer mentor. Personal references, supplied by the mentor, will be interviewed by telephone.