NORTHEAST PARENT & CHILD SOCIETY
MENTORING PROGRAM

JOB DESCRIPTION

I. Position
Volunteer Mentor

II. Supervisor
Mentor Program Coordinator
Mentor Recruitment Coordinator

III. Purpose of Position
To provide a safe, consistent, caring relationship and be a positive adult role model for at-risk youth that are currently served by Northeast Parent & Child Society.

IV. Eligibility Requirements
1. Responsible and caring adult
2. Experience and/or a strong desire to work with youth.
3. Provide cultural role modeling for a young person
4. Sensitivity and willingness to be responsive to cultural differences, beliefs and lifestyles of client population.
5. Life experience that may be used to nurture and enhance relationship with young person.
6. Make at least a 6-12 month commitment to the relationship
7. Willingness to consistently meet with mentee (it is recommended that matches meet for a few hours at least once a week)
8. Willingness to participate in pre-service and on-going trainings to enhance the quality of the mentoring relationship.
9. Willingness to work cooperatively with a variety of staff members from NPCS (e.g., Northeast teachers, program staff, other volunteers from NPCS).
10. Willingness to cooperate and compromise with young person in regard to decisions that are made for the relationship (recuse authority figure status to validate child’s feelings and choices thus creating a better sense of trust and friendship).
11. Ability to adhere to all program and agency policies.

V. Duties
1. Attend mandatory pre-service training (provided by program staff) totaling 8-10 hours.
2. Sign a written agreement to commit to a minimum of 6 months in the relationship.
3. Complete all necessary application paperwork, including signed release of consent to criminal background, reference checks and driving abstract.
4. Consistently meet with your mentee at you and your mentee’s convenience.
5. Document your relationship by completing an activity log which will be submitted to program staff on a monthly basis.
6. Participate in evaluative efforts of program staff to help improve the quality of each relationship and the program itself (this will include, but not be limited to, quarterly feedback forms, monthly contact with supervisory staff and mentor team meetings).
7. Be available for continued training and workshops.
8. Coordinate with your mentee (with consent from parent/guardian or residential staff) each activity in which you partake, such as where it will take place, what you will do, and for how long.
9. Be available to participate in program and agency functions either in a group setting with other mentors or with just your mentee. (e.g., music programs, talent shows, special interest clubs, picnics, parties, etc.)
10. Understand and adhere to all programmatic and agency policies, and strictly uphold issues of confidentiality within your relationship, with concern and regard to the physical safety and well being of the child.

Program Description: The mentors will be matched one-to-one with a youth and be spending a few hours a week with the child for a duration of at least 6 months. These children are often functioning 1-2 years below grade level, display socially challenging behaviors, and are at risk of educational failure or dropping out of school.

The purpose of a mentor is to form a caring, friendly relationship, so that the child has a strong, positive adult role model who will help them create new opportunities for themselves and experience new measured successes, both academically and socially.

Application and Screening Process:
- Fill out an application that you can obtain by calling NPCS Mentor staff at 372-4100.
- Provide three personal references and three names of individuals who we have your permission to contact about becoming mentors.
- Interview with NPCS Mentor staff.
- Complete a criminal background check (fingerprint clearance), State Central Registry check and Driving Abstract.
- Complete initial mentor training.

If you are interested in becoming a mentor, please call:

Margaret L. Fisher  or  Joel A. Bramer
Mentor Recruitment Coordinator  Mentor Program Coordinator
Northeast Parent & Child Society  Northeast Parent & Child Society
372-4100  372-4100

Northeast Parent & Child Society
Mentoring Program
120 Emmons Street
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