

MONROE COUNTY MENTORS
Creating Vision through Mentoring
THE VOLUNTEER PROCESS FOR POTENTIAL
MENTORS

Our goal at Monroe County Mentors is to give a young person (male or female between the ages of 8 and 18) from our community in need of social and recreational development and emotional support the companionship of an adult to supplement the work of parents, teachers, counselors, social workers and other social services and education professionals. In order to properly prepare and safeguard the interests of the youths involved in our program as well as you, the invaluable volunteer, we have outlined below what you can expect once you have decided to make a difference and join our efforts!

1. The prospective volunteer will undergo a **brief orientation** with the Program Coordinator either over the phone or in person of what the program is about and what our goals are. Your contact person is Lynda Nickelson and can be reached at 734-915-7404 Monday thru Thursday 8a – 1p or via email at ljnickelson@hotmail.com.
2. It is essential that the volunteer meet the requirements of **an extensive screening process**.
 - a. The first part of the process requires a completed **written application** which includes three character references, signed confidentiality agreements (to protect the interests of the youth), an interest survey, a signed agreement to release personal information to the Monroe County Mentors Program, and a signed Mentor Contract Agreement which includes Mentor Guidelines and Codes of Conduct. The volunteer will also be required to provide Proof of Insurance.
 - b. The second part of the screening process requires the volunteer undergo various **background checks** including Federal, State and Local Criminal History checks, Sex Offender Registry Checks, Child Abuse Registry Checks and a Department of Motor Vehicle Check. The volunteer will also be required to provide Proof of Insurance.
3. Having completed all the required screening checks the volunteer will be asked to participate in **two interview sessions** with the Program Coordinator at the volunteer's convenience. The first interview will take place in the offices of Monroe County Mentors at the Arthur Lesow Community Center located at 120 East Chester Rd., Monroe, MI. This Interview will take approximately 1 hour. Shortly after the in-office interview we require a second interview, which will take place at the volunteer's home. The volunteer can expect this interview to last

30-60 minutes.

4. This is the final phase of the decision-making process and entry into the Monroe County Program! Congratulations! You will be notified by telephone and with an official letter accepting your participation in the program.
5. Once the volunteer has been accepted into the program they are required to participate in a 3 hour **Pre-Match training session** which provides them with invaluable information on how to be the best Mentor they can be. These sessions will be provided as frequently as possible to meet the demands of the volunteer's schedules. Time, location and dates will to be announced.
6. The volunteer is **now ready to be matched** with a youth in the program! Once the Program Coordinator has made what they believe to be a compatible match, an initial meeting will take place at an agreed upon time and place. At a very minimum the people in attendance at this meeting will be the mentor, the mentee, the mentee's parent/guardian, and the Program Coordinator. The objective of this meeting is for everyone to become familiar and comfortable with each other.
7. The mentor and mentee now begin their relationship and are in weekly contact with each other, the parent/guardian and the Program Coordinator. The Program Coordinator will conduct follow-up phone calls weekly for the first month and twice monthly thereafter. All members of the Program are encouraged to contact the program coordinator with any concerns or questions they have. Once the relationship has had a chance to establish itself over a couple of months, the Mentor is then required to attend a **second training session** designed to offer the Mentor essential tools on how to continue building a positive relationship with their mentee as well as how to deal with problems and difficult situations. This training will last approximately 3 hours and will be offered frequently in order to meet mentor schedule demands. Time, location and dates to be announced.
8. **Optional Training Sessions** whose focus will be on various different subjects will be offered throughout the year for Mentors.
9. Impromptu Discussion and **Support Groups** will be scheduled in concert with Mentor requests.