

**MONROE COUNTY MENTORS  
MENTOR POSITION JOB DESCRIPTION**

*(For friendship-based mentoring)*

*Elements of Effective Practice*

*National Mentoring Partnership*

**Our Purpose:**

The Monroe County Mentoring Program helps to empower youth in our community (ages 8 – 18) to make positive life choices that enable them to maximize and realize their full potential. The mentoring program uses adult volunteers to commit to supporting, guiding, and being a friend to a young person. By becoming part of the social network of adults and community members who care about the youth, the mentor can help youth develop and reach positive academic, career, and personal goals.

Our program has specifically targeted two groups of children in our community whom we deem to be especially “at-risk” and could greatly benefit from having a mentor in their lives:

1. Those adolescents involved in the Juvenile Drug Court and,
2. Elementary and Middle school children residing in the Lincoln School District; Census Tract 8318.

Volunteers will be given a choice as to which age group they would prefer to work with and in what capacity. For example, the volunteer could choose to work with a child in a long-term one-to-one capacity (for approximately one year) or they could choose to work with a group of youths in a school setting approximately twice a month for the duration of the school year.

**Duties/Responsibilities:**

In a **traditional one-to-one relationship**, the mentor will be assigned to a young person and will be responsible for meeting with the mentee on a weekly basis, at a

minimum of 1 hour a week. A one-year commitment is the Standard for this type of traditional based mentoring. The volunteer may be asked to work on certain aspects of the young person's development. He or she will work closely with agency staff through phone contact, personal conferences and group meetings to understand the youth and his or her family better and to facilitate activities to help the child. The volunteer will serve as an example/role model to demonstrate that adults can give, and should receive, respect (and will make an occasional mistake). Self-realization and improved self-esteem for the young person are important goals of any mentoring relationship. It should be emphasized that the volunteer in no way replaces the parent or the family's social worker. Rather, he or she provides interested, compassionate friendship.

In a **group setting**, the volunteer would meet with a small number of youths, usually at the school either during or directly after regular school hours. Again, the volunteer will serve as an example/role model to demonstrate that adults can give, and should receive, respect (and will make an occasional mistake). Self-realization and improved self-esteem for the young person are important goals of the relationship. It should be emphasized that the volunteer in no way replaces the parent or the family's social worker. Rather, he or she provides interested, compassionate friendship.

**Mentor Role: To be a Friend!**

- Take the lead in supporting a young person through an ongoing positive relationship
- Serve as a positive role model and friend
- Build the relationship by planning and participating in activities together
- Strive for mutual respect
- Build self-esteem, self-worth, self-confidence and motivation
- Help set goals and work toward accomplishing them

**Time Commitment: *One to One Matches***

- Make a one-year commitment

- Spend a minimum of four hours per month one-to-one with a mentee. This four-hour-a-month commitment may come in larger or smaller doses, but the volunteer must be consistent
- Communicate with the mentee weekly
- Communicate regularly with the Program coordinator
- Attend two mandatory training sessions of approximately 3 hours each and additional one-hour training sessions twice during each year of participation in the program
- Attend optional mentor/mentee group events, mentor support groups, and program recognition events

**Time commitment: *Group mentoring***

- Make a commitment throughout the length the school year
- Spend a minimum of two hours per month in a group setting (i.e.; 6-6 youths in a group)
- Communicate regularly with the Program coordinator
- Attend two mandatory training sessions of approximately 3 hours each and additional one-hour training sessions twice during each year of participation in the program
- Attend optional mentor/mentee group events, mentor support groups, and program recognition events

**.Location:**

The project seeks to place volunteers as close to their own homes as possible. During the course of interviewing and placement, volunteers will have the opportunity to state any preferences they have and the agency will comply with these preferences as nearly as possible. Before making any match, project staff will consider location, interests, skills, background, knowledge and temperament of both the young person and the volunteer.

**Participation Requirements:**

The volunteer should have the ability to accept and relate to youth who may not share the volunteer's lifestyle and values. The volunteer should respect the client's right to self-determination and independence. This respect is an essential element in the relationship. The volunteer should exhibit a great deal of common sense, intelligence, friendliness, maturity, sensitivity and responsibility.

In addition, the mentor must:

- Be at least 21 years old
- Reside in the Monroe County area
- Be interested in working with young people
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- Be dependable and consistent in meeting the time commitments
- Attend mentor training sessions as prescribed
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities
- Have access to an automobile, auto insurance, and a good driving record
- Have a clean criminal history
- Not use illicit drugs
- Not use alcohol or controlled substances in an inappropriate manner
- Not be currently in treatment for substance abuse and have a non-addictive period of at least five years
- Not be currently in treatment for a mental disorder or hospitalized for such in the past three years

### **Desirable Qualities**

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

### **Benefits**

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Training sessions and group activities
- Participation in a mentor support group
- Mileage and expenses are tax deductible
- Personal ongoing support, supervision to help the match succeed
- Mentee/mentor group activities, complimentary tickets to community events, participant recognition events

For more information please contact the Mentoring Coordinator: Lynda Nickelson @ 734-915-7404 or [ljnickelson@hotmail.com](mailto:ljnickelson@hotmail.com).