

## MENTOR POSITION JOB DESCRIPTION

<b>Volunteer Category:</b>	Mentor
<b>Commitment Time:</b>	Minimum of six-month commitment with one to four hours of contact per week.
<b>Areas of Involvement:</b>	Commitment to developing supportive relationship with one program participant (young adult) involved in employment preparedness and job placement.

### **Qualifications:**

- Sincere desire to be personally involved with another person to help him or her achieve personal and career goals;
- Ability to communicate with teenagers openly and nonjudgmentally;
- Strong listening skills;
- Ability to establish a relationship based on equal responsibility and respect;
- Interest in needs and concerns of persons with internal and external barriers to steady employment;
- Practical problem-solving skills and ability to suggest options and alternatives; and
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds.

### **Responsibilities:**

- Make a minimum six-month commitment to developing and maintaining a mentor relationship with a teenager;
- Attend mentor orientation and training sessions before meeting mentee;
- Attend ongoing mentor training and support sessions;
- Meet with mentee on a regular basis to establish working relationship and to support mentee in employment goals;
- Assist mentee in solving work-related and other problems that interfere with mentee's success at work or at school; and
- Keep time logs and other information as requested by mentor coordinator.