

Mentor Job Description

Title: Volunteer Mentor, Mentors, Inc.

A Mentor with the Mentors Inc. program is a caring, responsible, adult volunteer who serves as a trusted friend and guide to a student from one of Washington D.C.'s traditional or charter public high schools. S/he helps to ensure that the student develops important academic and life skills, is exposed to new opportunities and a wide array of resources, makes positive life choices, stays in school, and graduates with a plan for pursuing post-secondary education.

Essential Function/Responsibilities

The Mentor's Responsibility to Protégé

Every volunteer mentor must:

- Be able to commit to spending at least one year in a relationship with a student.
- Spend at least five - eight hours a month engaged in a mutually agreed-upon activity with their protégés.
- Communicate with their protégés weekly—by telephone or email—to keep in touch about what is going on in their lives.
- Honor, all commitments made to the protégé and Mentors Inc.
- Be respectful of the protégé's time, opinions, and decision-making.
- Serve as a positive role model by modeling desirable behaviors—e.g. patience, tolerance, and reflective listening.
- Be comfortable and able to establish appropriate boundaries with the protégé and his or her family.
- Be encouraging and supportive of the protégé.
- Help the protégé develop a milestone plan for completing high school and going on to college or work.

Responsibility to Mentors, Inc. Program

Every Volunteer Mentor must:

- Check-in with the program staff once a month.
- Attend on-going trainings when needed or requested to do so by program staff.
- Complete evaluation surveys as requested by staff.
- Recognize role as a mandated reporter and report any problematic issues.
- Be patient and understand the mentoring relationship is a process that takes work and time.

Qualifications

All volunteers must:

- Be 21 years of age.
- Have earned a high school diploma.
- Submit an application, 2 forms of reference, a copy of a photo ID and an auto insurance card.
- Pass a criminal background check
- Successfully complete an interview for a mentor position with Mentors Inc staff member.
- Exhibit a genuine concern for high school aged students.