

Volunteer Job Description

Job Title	School-based Mentor
Department	Public Schools Outreach
Program(s)	<ul style="list-style-type: none"> ▪ School-based Mentoring ▪ Summer Youth Camp ▪ Annual Back-to-School Rallies
Objective	To build and cultivate a relationship with an assigned group of youngsters through a variety of activities that promote academic achievement, character development and the prevention of substance use, violence, pre-marital sex and school dropout.
Duties/Responsibilities	<ol style="list-style-type: none"> a) Set goals: the mentor will work with the students to develop long-range goals for the students' academic and personal life. b) Be a role model: the mentor will be a role model to the student, demonstrating attitudes and qualities of effective mentoring such as punctuality, dependability and trust. c) Plan and participate in activities: the mentor will plan and implement activities that create a sense of belonging and participate in the annual back-to-school rallies and summer youth camp if available. d) Be a friend: The mentor will have realistic goals and expectations; have fun together; give youth a voice and choice in deciding on activities; be positive; allow students to select discussion topics; listen; respect the trust the youth places in you; remember your relationship is with the youth and not the youth's parent; and remember you are responsible for building the relationship. e) Assist with academic assignments: The mentor can check homework, assist with test preparation, make suggestions about research and tutor the student, if materials are provided by the teacher. f) Encourage students to set goals and stay in school: The mentor will help students appreciate the importance of education, both personally and professionally. g) Cooperate with staff: The mentor will share with staff areas of concern with volunteers, program(s) and participants; assist with record keeping and the documentation of program activities; and help monitor and evaluate the effectiveness of program(s); and performs all other duties assigned by the In-school Program Coordinator.
Qualifications	<ul style="list-style-type: none"> ▪ An Associate or Bachelor's degree preferred ▪ Demonstrated experience and skills working directly with children, youth, parents and community groups ▪ Excellent written, verbal and communication skills ▪ Demonstrated experience in handling sensitive and confidential information and materials ▪ Demonstrated ability to work with at-risk students
Reports To	In-school Program Coordinator
Commitment Required	A one-year commitment is needed.
Benefits	Excellent references are possible.

Signature: _____ Date: _____/_____/_____