



## Volunteer Mentor Position Description

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**VOLUNTEER CATEGORY:** Mentor

**COMMITMENT TIME:** Minimum of six-month commitment with one hour of in-person contact per week

**AREAS OF INVOLVEMENT:** Commitment to developing supportive relationship with one program participant involved in employment preparedness and job placement

**LOCATION:** One Stop Job Center 108 Main St.

**REPORTS TO:** Mentoring Match Manager (as assigned)

### 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 or adults openly and non-judgmentally.
- Strong listening skills; ability to establish 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.
- 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 or adult.
- Attend mentor orientation and training sessions before meeting partner; attend ongoing mentor training and support sessions.
- Meet with partner once per week to establish working relationship and to support partner in employment goals.
- Assist partner in solving work-related and other problems that interfere with partner's success at work or school.
- Keep time logs and other information as requested by staff contact.

### TRAINING:

- Program orientation is mandatory and will be provided by program staff.
- Additional follow up training sessions occur for 2 hours every 3 months, and will be provided for mentors by program staff.