

## VOLUNTEER JOB DESCRIPTION

Job	<p><b>Title School – based Mentor</b>  <b>Department Public Schools Outreach</b>  <b>Program(s) School – based mentoring</b></p> <p>Objective To build and cultivate a relationship with an assigned group of youngster through a variety of activities that promote academic achievement, character development and advocate against school dropout.</p> <p>Duties/Responsibilities a. <b>Set Goals:</b> the mentor will work with the students to develop long range goals for the students' academic and personal life.</p> <p>b. <b>Be a Role Model:</b> the mentor will be a role model to the student, demonstrating attitudes and qualities of effective mentoring such as punctuality, dependability and trust.</p> <p>c. <b>Plan and Participate in Activities:</b> the mentor will plan and implement activities that create a sense of belonging and participate in the annual back-to-school rallies, if available.</p> <p>d. <b>Be a Friend:</b> 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 relationships is with the youth and not the youth's parent; and remember you are responsible for building the relationship.</p> <p>e. <b>Assist with Academic Assignments:</b> it is possible for the mentor to check homework, assist with test preparation, make suggestions about research and tutor the student, only if there is additional time allotted within the session.</p> <p>f. <b>Encourage Students to Set Goals and Stay in School:</b> The mentor will help students appreciate the importance of education, both personally and professionally.</p> <p>g. <b>Cooperate with Staff:</b> The mentor will share with the 360 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 school Mentor Coordinator.</p>
Qualifications •	<p>Be able to communicate with students and their families.</p> <ul style="list-style-type: none"> <li>• Must have patience with student(s)</li> <li>• Be able to give feedback to the student(s) Reports To</li> </ul>
In –	School Mentor Coordinator and 360 Staff
Commitment	Required October 2017 – April 2018
Benefits	Excellent references are possible, which may provide beneficial in future endeavors.

