



**Explore Program**  
**Mentor Job Description**

#### Purpose of Program

- The Alma Mentor PLUS Program helps to empower youth in the Alma community to make positive life choices and enables them to maximize their potential.
- The mentoring program includes adult and youth volunteers who commit to supporting, guiding, and being a friend to a youth for a period of at least one academic year.
- By becoming part of the network of community members who care about youth, the mentors assist mentees develop and reach positive academic, career, and personal goals.

#### Qualifications

- Ability to communicate with youth openly and without judgment
- Ability to establish a relationship based on shared responsibility and respect
- Interest in needs and concerns of persons with internal and external barriers to achieve success
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds
- Practical problem solving skills and ability to suggest options and alternatives
- Be at least 15 years of age

#### Mentor Role

- Take the lead in supporting a youth through an ongoing one-to-one or group relationship. Serve as a positive role model and friend.
- Build a relationship by participating in activities at the after school program or one of the designated supervise mentoring sites.
- Strive for mutual respect between mentor and mentee
- Build self-esteem and motivation in the mentee.
- Assist mentee with setting goals to achieve academic and personal success.
- The mentor role is not replace the parent or caregiver but to provide interested, compassionate friendship.

#### Time Commitment

- Mentors are asked to commit to one full academic year of mentoring.
- Spend one hour of week meeting with mentee.
- Attend an initial three four training session and additional sessions for each year of participation.
- Attend optional mentor/mentee group events, community service activities, and program recognition events.

#### Desirable Qualities

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences
- Able to take constructive feedback to improve the mentoring relationship
- Able to practice problem solving skills and to suggest options and alternatives

#### Benefits

- Satisfaction in helping someone mature, progress, and achieve goals.
- Training sessions in communication and relationship building.
- Mileage and expenses are tax deductible
- Ongoing support to help the match succeed
- Mentor/Mentee group activities planned

#### Application and Screening Process

- Written application and three references
- Criminal history check
- Personal Interview



## Explore Program Mentor PLUS VOLUNTEER POSITIONS



Volunteer Commitment: You can select how often you are able to volunteer in the positions listed below. It could be one day, once a month, once a week, or more.

### **Academic Support Volunteer**

- Aide students in developing study skills and test taking strategies
- Assist Middle School (6th-8th) or High School (9th-12th) youth with completing daily homework
- Provide assistance to students with studying for tests and quizzes
- Work Location: Middle School or High School Library

### **Recreation Volunteer**

- Assist with maintaining safety of participants
- Engage in activities helping youth to be successful at activities and have fun
- Work Locations: Middle School Gym, Fitness Room (weight room), Indoor Walking Track

### **Youth Enrichment Leader/Assistant**

- Lead Enrichments in the After School Program and Assist youth with exploring new skills and interests
- Enrichments could include: Arts and Crafts, Board Games, Puzzles, Legos, Chess, K'nex, Sewing, Jewelry Making, Weaving, Photography, Knitting, Cooking, scrap booking, sewing, dancing, all ideas welcome
- Select to come in one day for a workshop or continuously for a 4- 6 week class
- After school hours Monday-Thursday 3:00 – 5:00

### **Web Page Volunteer**

- Assist with the creation and updating of a web-page for the program.

### **Paw Print Design Management Team – School Store – T-Shirt+ Printing Business**

- Assist with running the Paw Print Designs Business. There are positions in Management, Finance, Marketing, Sales, Human Resources, Production.
- Work with middle school and high school students to implement and manage the business.

### **Kids Night Out**

- Supervise recreation areas while engaging in activities with youth ages 7-12.
- Dodge Ball, Basketball, Volleyball, 4-square, ping-pong, bd. games, swimming, concessions.

### **Girls Running Program Coach**

- Assist with developing a self-esteem based running program. Volunteer as a coach guiding girls to increase their fitness level and end the program with running a 5 K with the girls.

### **Public Relation/Marketing Assistant**

- Assist the Explore Program with developing PSAs, writing articles to be placed in the local newspapers, creating a quality marketing and public relations campaign.

### **Program Photographer/Video Creation**

- Take photographs of program participants, develop a photo library, create a video highlighting the program

### **Community Enrichment Assistant**

- Assist the Community Enrichment Coordinator with recruiting Enrichment Instructors, developing a database of participants, and developing new classes that follow a wellness philosophy.

### **Additional Opportunities**

- We are open to your suggestions if you would like to offer your talents.

### **Internships**

- We are willing to work with any major to create an internship to meet your career needs.