

# MENTOR JOB DESCRIPTION

The Ready to Achieve Mentoring Program (RAMP)<sup>™</sup> of Progressive Center for Independent Living (PCIL) uses a model incorporating group, peer, and one-on-one mentoring to promote the successful transition of RAMP<sup>™</sup> youth to employment, continued learning opportunities, and independent living. The mentoring program uses adult volunteers to commit to supporting, guiding, and being a friend to a young person for a period of at least one year. By becoming part of the social network of adults and community members who care about the youth, the mentor can help youth develop and reach positive academic, career, and personal goals.

## Role of the Mentor

- Take the lead in supporting a young person through an ongoing, one-to-one relationship.
- Serve as a positive role model and friend.
- Build the relationship by planning and participating in activities together.
- Strive for mutual respect.
- Build self-esteem and motivation.
- Help set goals and work toward accomplishing them.

## Time Commitment

- Make a one-year commitment.
- Attend at least 2 weekly group meetings a month (group meetings are about 1 hour in length).
- Attend a two-hour one-on-one mentor/mentee session with matched mentee once per quarter
- Communicate with the mentee weekly.
- Attend an initial training session, as well as receive additional education during each quarter of participation in the program.
- Attend optional mentor/mentee group events, mentor support groups, and program recognition events.

## Participation Requirements

- Be at least 21 years old. (Exceptions may be made for college students with extensive training on boundaries and extra supervision by the mentoring coordinator).
- Reside in Mercer Co. area.
- Be interested in working with young people.
- Be willing to adhere to all program policies and procedures.
- Be willing to complete the application and screening process.
- Be dependable and consistent in meeting the time commitments.
- Attend mentor training sessions as prescribed.
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities.
- If transporting mentees, have auto insurance and a good driving record.
- If background includes court involvement, be able to demonstrate current good standing with the justice system and the personal capacity to serve as a consistent, positive role model and mentor for youth.
- If background includes alcohol and/or substance abuse and/or a mental health need, be able to demonstrate completed or ongoing treatment, as well as a reasonable period of continuous sobriety or stability and the personal capacity to serve as a consistent, positive role model and mentor for youth.

# MENTOR JOB DESCRIPTION

## Desirable Qualities

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

## Benefits to Mentor

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Deeper understanding of teen and societal problems
- Improved interpersonal skills
- Builds morale at work, develops management skills, and enhances the image of local companies
- Training sessions and group activities
- Participation in a mentor support group
- Expenses are tax deductible
- Mileage reimbursement
- Personal ongoing support, supervision to help the match succeed
- Mentee/mentor group activities, complimentary tickets to community events, participant recognition events

## Benefits to Mentor's Organization

- Builds employee morale, thereby improving company morale
- Develops the same skills needed for successful and effective company managers
- Enhances the image of the company
- Recognizes the competence of employees
- Prepares employees to take on greater responsibilities in the company
- Helps the company revitalize the community
- Assists in the development of a competent future workforce

## Application and Screening Process

- Written application
- Copy of state identification card
- Driving record check
- Criminal history check: state background check (bi-annually), sexual offender registry (annually)
- Personal interview
- Provide three personal references
- Attend initial mentor training

For more information, contact Antoine Nelson at 609-581-4500 or [antoine.nelson@pcil.org](mailto:antoine.nelson@pcil.org)