**Volunteer Job Description:**

Mentor

**Reports to:** Program Director

**Summary:** Mentors will commit to developing supportive relationship with one program participant involved in employment preparedness and job placement.

**Qualifications:**

* Sincere desire to be personally involved with another person to help him or her achieve personal and career goals;
* Ability to communicate with people openly and nonjudgmental;
* Strong listening skills;
* Ability to establish a 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; and
* 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 client;
* Attend mentor orientation and training sessions before meeting mentee;
* Attend ongoing mentor training and support sessions;
* Meet with mentee on a regular basis to establish working relationship and to support mentee in employment goals;
* Assist mentee in solving work-related and other problems that interfere with mentee’s success at work or at school; and
* Keep time logs and other information as requested by mentor coordinator.

**Training & Supervision**

* Attends general volunteer orientation

**Training and supervision conducted by:**

Program Director or designated trainer   
  
**All volunteers complete a 60 day evaluation**.

**Time Commitment:**  
Minimum of six-month commitment with one to four hours of contact per week.