



Whsmentoring2021@gmail.com
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MENTOR POSITION JOB DESCRIPTION

- Volunteer Category:** Mentor
- Commitment Time:** Minimum of six-month commitment with one to four hours of contact per week.
- Areas of Involvement:** Commitment to developing supportive relationship with one program participant (young adult) 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 teenagers openly and nonjudgmentally.
- 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 teenager.
- 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.