



Virtual Mentors (10)

SHIELD Mentor Program is a 501(c)3 organization that strongly believes that all youth should be mentored. Youth live in a world full of wonderful opportunities; the goal is to give them proper guidance to obtain them. The need for leadership development is essential for every youth, despite their background. The structure of the mentoring programs creates an atmosphere that is designed to decrease limitations in the lives of young people to help them become more likely to fulfill their highest potential. Our mission is to **Strengthen, Help, Inspire** and **Encourage Leadership Development** by delivering structured mentoring activities and programs for young people.

POSITION TITLE:	Mentor
REPORTS TO:	Program Coordinator
EMPLOYMENT STATUS:	Volunteer
SALARY:	This position is unpaid, but we are happy to provide letters of recommendation, references or work with your university so that you can receive credit.
TIME COMMITMENT:	To be effective with the youth MUST commit to the entire school year, at least 5 hours per week, some weekends, evenings and non-traditional hours.

Position Description: The mentor serves as a caring adult in the youths' life and is available to listen, validate, and coach their mentee about navigating life and negotiating relationships as a young adult. Given the current conditions, as of now, this position will attend all SHIELD Mentor Program events virtually until further notice.

Primary Duties and Responsibilities:

- Co-develop mentorship plan with mentee which includes goals, actions activities can include exploring opportunities for learning, meeting educational, employment and communication engagement goals, defining needed resources etc.
- Work with matched youth in mentoring clusters in a virtual environment
- Encourage and support youth to set and meet educational, employment, and community engagement goals
- Complete program surveys, evaluations, and other relevant administrative tasks
- Work collaboratively, and in consultation with the Program Coordinator to best inform ongoing engagement with the mentee
- Participate in relevant professional development opportunities
- Virtually check-in with the Program Coordinator, as requested
- Attend on-going virtual trainings when needed or requested
- Document all engagements and interactions with the mentored youth by completing provided forms and submitting information to Program Coordinator
- Complete appropriate logs and forms provided
- Complete evaluation surveys as requested
- Recognize role as a mandated reporter and report any problematic issues



- Be patient and understand the mentoring relationship is a process that takes work and time
- Honor, all commitments made to the mentee and SHIELD Mentor Program
- MUST be available for the Awards Ceremony in late-April
- Attend Monthly online All Staff Meetings once a month
- May perform other duties as assigned

Qualifications:

- Be 18 years of age or older
- Have earned a high school diploma
- Be able to commit to spending at least one year in a relationship with a mentee in an ongoing, mentoring relationship
- Build the relationship by planning and participating in planned activities together engaged in a mutually agreed-upon mentoring activities with their mentee/s
- Serve as a positive role model by modeling desirable behaviors—e.g. patience, tolerance, and reflective listening
- Be comfortable and able to establish appropriate boundaries with the mentee and his or her family
- Be encouraging and supportive of the mentee
- Strive for mutual respect
- Build self-esteem and motivation
- Be willing to adhere to all program policies and procedures
- Be dependable and consistent in meeting the time commitments
- Be willing to communicate regularly, submit activity information, and take constructive feedback
- Not use illicit drugs
- Not use alcohol or controlled substances in an inappropriate manner
- Not be currently in treatment for substance abuse and have a non-addictive period of at least five years
- Not be currently in treatment for a mental disorder or hospitalized for such in the past three years

Benefits

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Mileage and expenses are tax deductible
- Personal ongoing support, supervision to help the match succeed
- Mentee/mentor group activities
- Participate in recognition events

Application and Screening Process:

- Written application
- Copy of driver's license and proof of automobile insurance
- Criminal history check: state, child abuse and neglect registry, sexual offender registry



- Virtual interview
- Provide three personal references
- Attend two-hour virtual mentor training

Personal Characteristics:

- *Behave Ethically:* Understand ethical behavior and business practices, and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the organization.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

How to Apply:

- Applicants may apply through our website under the “Get Involved” tab, “Mentor/Volunteer” and then clicking the blue, “Online Application” button. Please also email a resume, cover letter, and three personal reference letters with the subject line Mentor to Sydney Gruchot at gruchots@shieldmentor.org. Only complete applications will be reviewed.