



## Mentor

### *Job Description*

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<b>HOURS:</b>	Once a week for 30 minutes at least 2-3 times a month
<b>BENEFITS:</b>	Change Life, Make an Impact, Make the Difference, Rewarding, Give Back, Be Influential, Personal Growth
<b>REPORTS TO:</b>	Mentor Coordinator

#### **POSITION OVERVIEW:**

A Take Stock in Children Mentor is paired up with a Take Stock in Children Student. They offer support, encouragement, and guidance the student needs to be successful in middle or secondary school. As a Take Stock in Children mentor you will be joining a non-profit organization that has been changing lives since 1995. Take Stock in Children provides a unique opportunity for deserving low-income students, many from minority families, to escape the cycle of poverty through education. Without our mentors our students are at greater risk of dropping out of high school and not pursuing post-secondary education. Upon completion of our program and meeting with their mentor the student will receive a college scholarship. Our mentors meet with their mentee weekly at the mentee's school during lunchtime or any part of the day that is convenient for the mentor and mentee, so long as it is during school hours on school property.

#### **SKILLS REQUIRED:**

- Ability to love and care about children in a nonjudgmental manner
- Ability to accept a child as they are
- Basic friendship skills, such as being reliable, accepting, listening, and suggesting

#### **RESPONSIBILITIES**

- Complete a Mentor Application
- Attend a New Mentor Orientation Training Session
- Register as a School District Volunteer and complete a Background Check.
- Meet with your Mentee once a week for 30 minutes at least 3 times a month.
- Commit at least one school year.
- Utilize mentor resources given by Take Stock in Children to use with your mentee.
- Responsible for logging in mentor sessions.
- Read all correspondence from Take Stock in Children via email including Mentor Newsletters.
- Encouraged to attend mentor events and trainings.
- Work with Mentee's College Readiness Coach and communicate any concerns.
- Inform Mentor Coordinator with any concerns, or questions.
- Inform Mentor Coordinator with any changes in contact information or upon resigning as a mentor.

#### **EDUCATION & SKILLS**

- Support Education as the key to success.
- Be dedicated to helping children.
- Must possess good organizational and communication skills.
- This position requires the ability to maintain highest confidentiality.
- This position must maintain flexibility and patience as needed.
- Understands the value of commitment.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

**Thank you for considering to become a mentor for Take Stock in Children. We hope you will join us and make a difference, changing lives, one student at a time.**