

The Hope Center at Pullen Job Readiness Program

Mentor Job Description

Updated March 3, 2011

The Hope Center at Pullen Job Readiness Program volunteer mentors commit to a minimum one-year relationship with a homeless individual in an effort to help that person improve both their financial and personal development. By becoming part of the social network of individuals and community agencies who care about the program participant, the mentor can help their partner develop and reach positive career and personal goals. This commitment is not limited to the first year and a long-term relationship is both encouraged and supported.

Mentor Role

- Take the lead in supporting the program participant 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
- Mentors, with the support of the Program Manager, will assist their partner to establish goals in one or more of the following areas, education/vocation, job entry and career development, housing, and personal development.

Time Commitment

- Make a one-year commitment
- Spend an average of two hours per week one-to-one with your partner
- Attend an initial three-hour training session
- Attend, at minimum, six of the twelve monthly mentor training/support group meetings
- Attend optional mentor/mentee group events, mentor support groups, and program recognition events

Participation Requirements

- Be at least 21 years old with a high school diploma or equivalency degree
- Be interested in working with the program participant population
- Be willing to adhere to all Hope Center at Pullen Job Readiness Program policies and procedures
- Agree to a one-year commitment to the program
- Be willing to communicate with the partner weekly
- Commit to spending on average 2-3 hours per week with the partner
- 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

Desirable Qualities

- Willing listener
- Encouraging and supportive
- Patient and flexible: While every effort is made to match a mentor with a partner who fits their specified preferences, flexibility is appreciated as a match with a partner of a specific age, personality, and/or location may take significantly more time.
- Tolerant and respectful of individual differences

Benefits

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone evolve, progress, and achieve goals
- Training sessions and group activities
- Participation in a mentor support group
- Mileage and expenses are tax deductible
- Personal ongoing support and supervision to help the match succeed
- Group activities, complimentary tickets to community events, participant recognition events

Application and Screening Process

- Written application
- Personal interview
- Attend three-hour mentor training