

THE BRIDGES OF LIGHT FOUNDATION VOLUNTEER POSITION DESCRIPTION

POSITION: Mentor

SPECIAL CONDITIONS: - Minimum of 1 hour per week for at least 1 year

- Must be able to pass background checks & fill out an

additional application

REPORTS TO: Program Coordinator

TRAINING: Orientation, Review of Program Guide & In Person Meeting

CUSTOMER SERVICE EXPECTATIONS:

Every volunteer action performed impacts customer satisfaction, and this has a direct impact on the success of the organization. Volunteers are ambassadors for BOL, and in that capacity, are expected to uphold the mission and vision and adhere to BOL policies and procedures.

FUNCTION:

Mentors serve as positive role models that encourage and motivate students to become the best that they can be. They offer students a pathway to expand their life perspectives, overcome obstacles and build on their strengths to make positive choices and develop essential school and life skills. Mentors engage mentees in variety of fun and asset building activities including journal keeping, reading, arts & crafts, sports, homework help, etc.

RESPONSIBILITIES:

- Meet with mentee for a minimum of 1 hour a week for at least 1 year
- Be prepared for each mentoring session by having any documents or activities required
- Document student visits and activities in the provided activity log
- · Attend scheduled mentor program events
- Maintain confidentiality

QUALIFICATIONS:

- Minimum age of 21 required
- Must complete ADDitions clearance or GOV clearance
- Must be committed to building a relationship with mentee
- Must be comfortable interacting with children and teenagers

KNOWLEDGE, SKILLS, AND ABILITY:

- Highly motivated toward the building of a brighter future for at-risk youth and families through nurturing, mentoring, and education.
- Experience with children and teenagers.
- Ability to communicate effectively with the mentee and staff
- Agree to support Bridges of Light's policies and procedures

PHYSICAL AND MENTAL DEMANDS:

 Mentors are mandated reporters and must tell the Program Coordinator or other authorities immediately if they learn of anything that may pose any danger or threat to the student or someone else.

WORKING CONDITIONS:

- Most work is performed in the school that the mentee attends during school hours or during after school program hours. A specific schedule will be provided upon matching.
- This position requires reliable transportation.

This list of essential functions is not intended to be exhaustive. The Bridges of Light Foundation reserves the right to revise this position description as needed to comply with actual position requirements.

The Bridges of Light Foundation is an equal-opportunity employer, a drug-free workplace and compliant with ADA accommodations. Regardless of race, color, marital status, sex, sexual orientation, gender identity, genetic information, age, religion, national origin, disability, veteran's status, military leave, or other characteristics protected by applicable federal, state, or local law, The Bridges of Light Foundation affords equal opportunity to all qualified Employees, Volunteers and applicants. We stand together in our dedication to the building of brighter futures for at-risk youth and families through nurturing, mentoring, and education.