

VOICE MENTOR JOB DESCRIPTION

VOICE Mentor volunteers work with students in schools to provide social/emotional and academic support.

Commitment:

- One hour per week during the school day for the duration of the school year
- Day & time assignment determined by mutual availability of mentor and student

Mentor Role:

- Support a student through an ongoing, positive one-to-one relationship.
- Serve as a positive role model, advocate and friend.
- Strive for mutual trust and respect.
- Build self-esteem, a positive attitude toward learning and a motivation to achieve.
- Help set student goals and work toward accomplishing them.
- Be an active, non-judgmental listener
- Be accepting and respectful of individual differences

Responsibilities:

- Be dependable and consistent in meeting time commitments
- Maintain student specific confidentiality at all times.
- Communicate with site coordinator/teacher regarding academic and emotional needs of the student as well as progress/concerns and match issues, as needed.
- Report any student concerns to school and/or VOICE staff.
- Coordinate with staff to support academic and emotional needs of student.
- Advise staff of changes in schedule or availability.
- Adhere to all ISD policies and procedures, and those of the VOICE program.

Training:

- Attend mandatory pre-match training with VOICE staff.
- Complete the required documents to facilitate a background check (18 year and older). For high school students under 18 have your parent/guardian fill out and sign a hold harmless release.
- Attend optional VOICE training workshops throughout the year, schedule permitting.
- Attend optional mentor discussion forums throughout year, schedule permitting.