

APPENDIX 7**VOLUNTEER POSITION DESCRIPTION
VILLA MARIA SCHOOL****POSITION TITLE: MENTOR**

PURPOSE: PROVIDE ONE TO ONE SUPPORT TO A CHILD WHO HAS BEEN IDENTIFIED BY THE SCHOOL STAFF AS NEEDING EXTRA HELP FOR ACADEMIC SUPPORT, A POSITIVE ROLE MODEL AND TO ENHANCE SCHOOL BONDING.

TIME COMMITMENT: ONCE A WEEK FOR A MINIMUM OF ONE YEAR.

QUALIFICATIONS:

21 YEARS OR OLDER.

NON-JUDGEMENTAL ATTITUDE AND FLEXIBILITY.

DEPENDABLE, AND RELIABLE.

COMFORTABLE WITH CHILDREN.

MATURE AND RESPONSIBLE.

ABLE TO COMMUNICATE CLEARLY.

ABLE TO LISTEN.

PATIENT AND CARING.

SELF-CONFIDENT AND DEMONSTRATES INITIATIVE.

MUST HAVE DRIVER'S LICENSE AND BE ABLE TO DRIVE.

RESPONSIBILITY:

FOLLOW THROUGH WITH VISITING SCHEDULE.

NOTIFY SCHOOL STAFF IF VISIT MUST BE CANCELLED.

WORK AS A TEAM MEMBER WITH THE CHILD'S ACADEMIC TEAM.

ASSIST CHILD WITH SPECIFIC IEP GOALS UNDER TEACHER SUPERVISION.

PROVIDE POSITIVE SUPPORT TO CHILD FOR ACADEMIC SUCCESS.

ASSIST IN DEVELOPMENT OF SOCIAL SKILLS

WILL ATTEND TEAM MEETINGS IF POSSIBLE.

MENTOR JOB DESCRIPTION (CONTINUED)

ORIENTATION: VOLUNTEER SERVICES COORDINATOR/MENTOR COORDINATOR

TRAINING: THE MENTOR COORDINATOR AND SCHOOL STAFF WILL PROVIDE PERTINENT BACKGROUND INFORMATION FOR THE MENTOR TO UNDERSTAND THE CHILD'S ACADEMIC AND SOCIAL CHALLENGES AND NEEDS. SPECIFIC CLASSROOM ACTIVITIES WILL BE PREPARED BY THE ASSISTANT MENTOR COORDINATOR AND TEACHER. MENTORS WILL BE INCLUDED IN VARIOUS TRAINING OPPORTUNITIES, INCLUDING LECTURES, CRISIS PREVENTION AND INTERVENTION TRAINING, TEAM MEETINGS, ATTENDING MARYLAND MENTORING PARTNERSHIP MEETINGS, READING MATERIALS, TIMELY MENTOR DINNERS AND LECTURES AND INFORMAL TRAINING BY STAFF AND PROGRAM COORDINATORS.