

YELLOWSTONE STRENGTHS ACADEMY MENTOR JOB DESCRIPTION

Updated May 2018

The Yellowstone Strengths Academy Mentoring Program provides curriculum, mentoring, field experience and coaching that considers the participant's natural talents (Strengths) as the foundation to achieve greater personal and professional success.

Our mentoring program uses adult volunteers who commit for a period of one year to help workers gain stronger insights into their natural talents while sharpening their communication, interpersonal and professional skills.

Mentor Role

- Take the lead in supporting the participant through an ongoing, one-to-one or group relationship (at a ratio of no more than four students to one mentor)
- Serve as a positive role model and advisor
- Build relationships with mentees by participating in monthly meetings and maintaining regular contact via email, text or phone
- Strive for mutual respect
- Assist in building participants' self-esteem and motivation
- Help participants set goals and work toward accomplishing them
- Provide ongoing feedback to program administration

Time Commitment

- Make a one-year commitment
- Spend a minimum of 30 minutes per month with mentee(s) in a one-to-one or group setting
- Touch base with mentee(s) weekly via email, text or phone
- Attend an initial two-hour mentor orientation and training session and two additional training/feedback sessions during the year
- Attend Academy graduation (May)

Participation Requirements

Mentors must be at least 21 years old, reside in Yellowstone County and:

- Interested in working with aspiring workers
- Willing to adhere to all program policies and procedures
- Able to complete the application and screening process
- Be dependable and consistent in fulfilling time commitments
- Attend mentor training sessions as prescribed
- Communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities
- Have personal transportation to program related events, including mentorship meetings
- Submit to a complete background check (see application requirements)
- Abstain from the use of illicit drugs

- Not currently be in treatment for substance abuse and have a non-addictive period of at least five years

Desirable Qualities

- Active listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

Benefits

- Personal fulfillment through contribution to the community and individuals
- Satisfaction in helping someone build self-confidence and competence as a foundation for setting and achieving goals for their education and career development
- Mentor/leadership training sessions and group activities
- Participation in a mentor peer group
- Mileage and expenses are tax deductible
- Ongoing support and supervision to help the match succeed
- Mentee/mentor group activities, complimentary tickets to community events, participant recognition events

Application and Screening Process

- Online application
- Criminal history check: state, child abuse and neglect registry, sexual offender registry
- Personal interview
- Provide three personal references
- Attend two-hour mentor orientation and training

For more information, contact the Yellowstone Strengths Academy Mentoring program at mentors@yellowstonestrengthsacademy.com.