# Mentor Job Description Updated August 21, 2020

B.B.O.L.D. & D.R.E.A.M. was created to provide disconnected teens with resources that will ignite ambition, instill unwavering tenacity, and empower them to purse their life's purpose with confidence, knowing that in spite of what others say, they can draft their own blueprint for success and define wealth on their terms.

B.B.O.L.D. is Fore Teen's leadership, self-improvement, mentoring, tutoring, and motivational program. In this program we provide participants with weekly mentoring, life skills, training in public speaking, leadership skills, access to weekly 1 hour tutoring sessions, monthly speakers and much more. As a B.B.O.L.D. mentor, your role is to help build the teen's self-esteem, assist with developing leadership and life skills by discussing and reviewing the weekly activities in the B.B.O.L.D. workbook with your mentee. Additionally, your role also includes serving as a role model and friend they can share their wins and/or concerns with.

D.R.E.A.M. is Fore Teen's career explorations and exposure program. D.R.E.A.M. is broken into 5 phases, Discover, Refine, Empower, Achieve, and Make an Impact. D.R.E.A.M. will provide participants with the knowledge, and information needed to determine their career path rather it be vocational or professional. As a D.R.E.A.M. mentor, your role will be to serve as a career mentor, steering the teen in the direction that will help them achieve their career asperations by providing advice on the best steps to take to peruse their career dreams, sharing your experiences/lessons learns, and sharing shadowing/internship opportunities. Most importantly your role is to encourage and motivate the teen to pursue their career dreams.

## **Mentor Role**

- Take the lead in supporting a teen through an ongoing, one-to-one relationship
- Serve as a positive role model and friend
- Build the relationship by planning and doing virtual activities together
- Strive for mutual respect
- Build self-esteem and motivation
- Help set goals and work toward accomplishing them
- Review weekly workbook activities with teen (1-2 sections)

#### **Time Commitment**

- Make 8 month commitment
- Spend a minimum of 1 hour per week virtually with a mentee
- Attend an initial training session



#### **Participation Requirements**

- Be at least 21 years old
- Be interested in working with teens
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- 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
- Have access to PC, laptop, or cellphone with video conferencing capabilities
- Have a clean criminal history
- No use of illicit drugs
- No use of alcohol or controlled substances in an inappropriate manner
- Not currently in treatment for substance abuse and have a non-addictive period of at least five years
- Not currently in treatment for a mental disorder or hospitalized for such in the past three years

# **Desirable Qualities**

- Willing 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 mature, progress, and achieve goals
- Training
- Personal ongoing support, supervision to help the match succeed

# **Application and Screening Process**

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

For more information, contact Fore Teens at info@foreteens.org

