

Volunteer Kindling Connections Mentor Job Description

Contact: Cathy Ainsworth at (802) 846-7162 or cainsworth@mercyconnections.org

Role:

- To serve as a friend and mentor to a person in your community who is looking to get ahead or get back to work after being unemployed or underemployed for a duration of time.

Qualifications:

- An emotionally stable and mature person with a sincere interest in helping women (or an occasional man) transition effectively into the workplace as they juggle issues such as single parenthood, lack of transportation, little education and/or recovery.
- A person who has helpful personal experience with successfully getting and retaining a job.
- A person willing to learn and have time to invest in this program.

Benefits:

- An opportunity to help and become friends with a woman who is trying to “get ahead” and needs support and helpful feedback as they work to accomplish this.
- An opportunity to become acquainted with social service agencies.

Time Commitment:

- A ten week commitment will include personal and telephone contact for a minimum of a half hour per week with a woman who is struggling to get ahead.
- For a minimum of three months thereafter a loose commitment will continue with occasional phone calls of support or personal contact with the mentee.
- During the mentoring relationship you will also participate in occasional trainings, support, meetings with mentor/mentee groups and will complete questionnaires about the successes you are having

Major Responsibilities:

- Providing friendship, support and inspiration to the mentee with whom you have been matched.
- Working as a part of a team in conjunction with the Program Coordinator, Kindling Connections Instructors and community agencies to help your mentee make positive lasting changes in their lives toward economic self-sufficiency.
- Motivating and helping your mentee learn how to help herself.
- Assisting your mentee in accomplishing and refining the tangible skills needed as they look toward getting a job including communication, time management, self-presentation, interviews, building a support network or job searching.
- Encouraging your mentee to make her own decisions and to be responsible for them by walking through the possible consequences.
- Assisting your mentee in the development of intangible skills such as problem solving and assertiveness as well as helping in the development of self-esteem and self-confidence.
- Being willing to share your experiences and ideals with your mentee.
- Being available to your mentee when a listening ear is needed.
- Committing yourself to at least 6 months to the mentee.
- Meeting with or contacting your mentee on a regular basis for at least a half hour per week.
- Filling out brief reports needed by the Mentoring Program Coordinator.
- Attend occasional trainings, case manager meetings, and mentor/mentee social experiences.

Training:

- An orientation and training program will be offered to acquaint you with the program as well as the issues women in the program face.
- Ongoing training sessions and events will be available which have the purpose of allowing the volunteers the opportunity to delve deeper into some of the issues impacting women who are in the program.