RESIDENTIAL MENTOR VOLUNTEER JOB DESCRIPTION

Volunteer Program Job Description

Job Title: Resident Mentor
Department: Children’s Residential Center
Reports To: Spiritual Coordinator
FLSA Status: Volunteer/Non-compensated

PURPOSE & GOAL OF THE POSITION: Resident Mentorship is a structured and trusted relationship between a caring adult and current CCHO resident(s). Resident Mentor develops relational connection with resident(s) that promotes positive communication skills, builds self-esteem, and models appropriate boundaries. Resident Mentor helps empower resident(s) to make positive life choices that enable them to maximize their potential. Resident Mentor commits to supporting, guiding, and being a friend to a resident(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES: It is the responsibility of each volunteer to be a consistent witness for Jesus Christ and to adhere to the Standard of Moral Conduct and Statement of Faith. Further, each volunteer is responsible for dealing with others with a Christ-like attitude while helping them experience their worth in Christ, and for demonstrating behaviors reflecting CCHO’s core values of Relentless Commitment, Selflessness, and Kindness.

ROLE:

- Take the lead in supporting resident(s) through a one-to-one relationship
- Serve as a positive role model and compassionate friend
- Build the relationship by participating in activities together (playing games, crafts/hobbies, working on homework [if needed], taking walks, etc.)
- Develop a personal and positive rapport with resident(s) by being consistent when meeting and ensuring meeting times are enjoyable and comfortable
- Provide a model for a healthy, trusting relationship through clear communication and appropriate boundaries
- Act as a cheerleader, help empower resident(s) to work their program and develop coping strategies for the future
- Be an active listener and offer support and encouragement when appropriate
- Show interest and acknowledge resident(s) strengths, talents and gifts; encourage them to find ways to use them
- Strive for mutual respect; build self-esteem and inspire motivation in the resident(s)

PARTICIPATION REQUIREMENTS:

- Minimum 25 years old
- High School Diploma or GED
- Interested in working with children ages 6-18 (experience working with children preferred)
- Complete application and screening process (criminal background check [BCII and FBI] & references checks)
- Any items discovered under OAC 5101:2-5-09 during an individuals’ background check will render them ineligible for volunteer opportunities at CCHO
- Complete formal interview with Spiritual Coordinator
- Follow CCHO policies and procedures outlined in the CCHO Volunteer Handbook
- Complete required CCHO Volunteer Mentor Training
- Be willing to communicate regularly with Spiritual Coordinator, follow procedures for tracking volunteer service hours, and take constructive feedback regarding mentoring activities
- Participate in Volunteer Program Surveys (post-training and post-serving)
- Complete Volunteer-Mentor Visitation Form and turn in to Spiritual Coordinator after each visit with resident
- Be dependable and consistent in meeting the time commitments
- No use of illicit drugs; No use of alcohol or controlled substances in an inappropriate manner

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DESIRABLE QUALITIES:

- Active and reflective listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual and cultural differences
- Responsible, dependable, considerate, and optimistic
- Enjoys working with children; sense of humor
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds
- Motivated and self-assured
- Enjoy working with children; sense of humor
- Sensitivity to persons of different educational, economic, cultural or racial backgrounds
- Motivated and self-assured
- Enthusiastic, yet professional demeanor
- Inspires children to realize their dreams and goals
- Trustworthy and caring
- Good relationship building skills
- Ability to maintain constructive relationship boundaries with resident and CCHO staff
- Able to communicate with children openly and without judgment
- Practical problem-solving skills and ability to see solutions and opportunities
- Willing spirit and team player

TIME COMMITMENT:

- Minimum 3 Months. Mentors can choose from the following options
  - Stay with only one resident for the duration of their program (6-9-month average; some residents will stay longer depending on the child and their level of trauma)
  - Mentor multiple residents in a defined time frame (e.g. 8 months, mentor four different residents for 2 months each)
  - Mentor two residents during 3-month commitment (i.e. 2 separate days a week or 1 day with split time)
- Meet with resident(s) mentee 3+ times per month for 1-1.5-hour visits (times based on clinical programming schedule – Tuesday-Thursday evenings 6:00-7:30pm & Sundays 2:30-4:00pm)
- Complete required CCHO Volunteer Mentor Training (includes total of 3-4 hours On-Campus training)
- Attend Bi-Annual Mentor Group Meetings
- Receive 4 additional hours of training throughout the year (incorporated into Bi-Annual Mentor Group Meetings)
- Attend bi-monthly supervision/support meetings with Spiritual Coordinator
- Attend optional mentor/mentee group events, mentor support groups, and volunteer recognition events
- Work closely with Spiritual Coordinator through phone contact, email and personal conferences

MATCHING PROCESS: Matches will be made based on interests, skills, background, knowledge and temperament of both the resident and the mentor. Before beginning the mentor relationship, Resident Mentors will have a 20-30-minute meeting with the resident mentee’s therapist where they will provide some background information about the resident mentee. Therapist will also review the Volunteer Mentor/Mentee Relationship Conduct Protocols and then introduce the Resident Mentor to the resident Mentee.

APPLICATION & SCREENING PROCESS:

- Written application
- Provide three references (non-relatives) [one must be pastor or church leader]
- Personal Interview with Volunteer and Spiritual Coordinator
- Criminal Background (BCII and FBI), Registered Sex Offender Check and Child Abuse and Neglect Registry (charges which fall under the Ohio Revised Code will be considered on a case by case basis)
- Complete CCHO Volunteer Mentor Training

TRAINING & SUPPORT:

- Bi-monthly supervision/support meetings with Spiritual Coordinator
- Individual meetings with Spiritual Coordinator when necessary
- Supervisor on Duty will provide on-site support and consultation
- Bi-Annual Mentor Group Meetings to discuss issues as well as receive training on pertinent topics to support and educate them as Resident Mentors
- CCHO may require Criminal Background (BCII and FBI), Registered Sex Offender Check, and Child Abuse and Neglect Registry at any time throughout the Mentor’s service with CCHO

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BENEFITS:

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Personal ongoing support, supervision to help the match succeed
- Opportunity to serve and share from one’s own life experience
- Gain satisfaction of working with a young person during formative years of development
- Opportunity for new experiences and meeting new people
- Learn to appreciate diverse cultures and backgrounds
- Training in communication skills, the role of a mentor, understanding trauma and youth development
- Increased skills in working with youth and insight into the life of a youth and youth culture
- Have fun!