



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

RESIDENTIAL MENTOR VOLUNTEER JOB DESCRIPTION

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
- 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

RESIDENTIAL MENTOR VOLUNTEER JOB DESCRIPTION

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!