



## United Way of Northeastern Minnesota Lunch Buddies

### *Volunteer Mentor Job Description*

Last Updated: May 2023

#### **PROGRAM DESCRIPTION**

The United Way of Northeastern Minnesota's Lunch Buddies Mentoring program currently serves grade school students at several local schools who would benefit from additional support, encouragement and a positive and caring adult mentor. Youth are referred to the program by school staff and are then matched with a volunteer adult mentor. The mentors in the program commit to supporting, encouraging, and being a friend to their mentee for the school year.

#### **MENTOR ROLE**

- Serve as a positive role model and guide
- Focus on building a positive relationship with the young person
- Supporting the young person through an ongoing, one-to-one relationship
- Participate in school-based activities together
- Help identify and encourage mentee strengths

#### **TIME COMMITMENT**

- Make a school-year-long commitment (October-May)
  - One lunch break/week (day to be determined)
    - Cherry School
    - Keewatin Elementary School
    - Laurentian Elementary School (Eveleth)
    - Merritt Elementary School (Mountain Iron)
    - Mesabi East School (Aurora)
    - Northeast Range School (Babbitt)
    - North Star Elementary School (Eveleth)
    - Parkview Elementary School (Virginia)
    - Vaughan Steffensrud Elementary School (Chisholm)
- Must be able to attend the **majority** of meetings. *We understand "life happens." In the event you are unable to make your mentor/mentee visit we ask that you please notify us immediately so we can ensure your mentee is paired with a replacement for the scheduled visit.*
- Communicate monthly with the program specialist
- Attend an initial 1.5-hour training session
- Attend optional mentor/mentee group events and program recognition events

#### **PARTICIPATION REQUIREMENTS**

- Is interested in working with a young person and being a positive role model
- Be at least 18 years of age
- Have transportation to the school where you will be mentoring
- Complete the screening procedure
- Agree to attend mentor trainings as required
- Pass the criminal background check



- Be willing to disclose and/or discuss any mental, chemical, or physical health conditions which may impact ability to effectively mentor
- Access to internet and have an email account

### **DESIRABLE QUALITIES**

- Willing listener
- Open to learning and growing
- Nonjudgmental
- Celebrates/embraces individual differences
- Encouraging and supportive
- Patient and flexible

### **BENEFITS**

- Personal fulfillment through contribution to an individual child and the larger community
- Satisfaction in helping a child grow and learn
- Training sessions and group activities
- Personal ongoing support and coaching to help the match succeed
- Mentee/mentor group activities and participant recognition events

### **SUPERVISION**

- Mentors will be under the supervision of the Program Specialist

### **APPLICATION AND SCREENING PROCESS**

1. Respond with your interest
2. Submit written application and references
3. Comprehensive criminal background check
4. Complete personal interview
5. Attend pre-match mentor training

### **For more information or to apply to become a mentor, contact:**

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