



## Mentor Volunteer Job Description

### **Position Summary:**

The purpose of the I Choose Life Ministries mentorship program is to support mentees in developing and achieving goals in the areas of spirituality, education, career, family and friendship network, leadership, mental and physical health.

Mentorship consists of two main aspects:

Learning

Being a coach to a learner

As a mentor, your role is to teach and inspire by words and example, so you can come alongside a young mentee in their personal development and learning development using your life, experiences, and education as tools. You are a role model to this mentee. This responsibility is to be taken seriously, but also enjoyed. Because a mentee is placing their trust as a counselor and teacher in you, you need to be authentic and continue to grow.

### **Essential Duties and Responsibilities:**

- Be a supporter and active both your personal and your mentee's development
- Work with the Chief Mentoring Officer and Mentoring Coordinator to develop I Choose Life Ministries mentoring and processes as needed
- Host at least two, one hour meetings of contact a month for the duration of the match, with additional phone, text messaging, and e-mail contact as needed with your mentee
- Attend mentor program events

### **Education/Experience:**

- High school diploma or GED required
- One or more years of experience in youth development in community organizations is preferred

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This position requires someone who has excellent interpersonal skills, is self-motivated, biblically sound, reliable, organized, thorough and timely. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and Other Abilities:**

- Must be able to read, write, speak and understand the English language.
- Know the organization's mission, policies, programs and needs
- Strong organizational, written, verbal, and interpersonal communication skills
- Capacity to receive: tender hearted, openness, a teachable spirit, willingness to hear; accept feedback ourselves
- Ability to listen more effectively: to attend; to receive; seek to understand the presented content, and deeper underlying issues and causes; pausing before trying to solve; anticipating, evaluating and measuring possible responses
- Developing skillful use of questioning: '6 WH' (who, what, when, where, how, why); open questions, invitational, encouraging responses; exploratory questions; descriptive; explanatory; probing questions; but avoiding being too assertive, confrontational or offensive
- The capacity to operate with ethical principles: loving-kindness; showing mercy; being just; working for peace
- Willingness to model, to show 'how' (not just informing, passing on knowledge)
- Ability to explore possible targets for those you are helping
- Giving supportive feedback, Reviewing: what have we been talking about? Where are we going? What needs to be done? How have you been getting on?
- Setting agreed agendas
- Experience and comfort working with diverse communities and interacting with a variety of constituencies, including the broader community, staff, mentors, mentees, volunteers, guest speakers, donors, etc
- Principles, methods, procedures, and strategies utilized in the development of a comprehensive program designed to reduce and/or prevent problems associated with high risk behavior among children of school age such as drug, alcohol/tobacco use, violence, and teen pregnancy
- Sense of humor
- Must be over 18 years of age

### **Physical Demands:**

Fine motor skills such as typing, the use of a computer mouse and telephone handset is required. This volunteer may occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

### **Environmental Conditions:**

Must be willing and able to work in/with, but not limited to, underserved communities, variable weather conditions, irregular work hours, etc.

### **Organizational Background Information:**

*I Choose Life Ministries (ICL Ministries) is a non-profit organization based on Christian principles designed to inspire, promote and equip the next generation of young men and women to make an impact in their personal life, communities and the world. ICL Ministries was designed to be a mentoring program based on Christian principles for underserved students ages 10 to 18 located in Delaware and Philadelphia county, PA. Our mission is to help these students become empowered through the knowledge of holistic health and awareness.*