



## MENTORING JOB DESCRIPTION

The Ready to Achieve Mentoring Program (RAMP) of Peckham, Inc. uses a model incorporating group, peer, and one-on-one mentoring to promote the successful transition of RAMP youth to employment, continued learning opportunities, and independent living. The mentoring program uses adult volunteers to commit to supporting, guiding, and being a friend to a young person for a period of at least one year. By becoming part of the social network of adults and community members who care about the youth, the mentor can help youth develop and reach positive academic, career, and personal goals.

### Role of the Mentor

- Take the lead in supporting a young person through an ongoing, one-to-one relationship
- Serve as a positive role model and friend
- Build the relationship by planning and participating in activities together
- Strive for mutual respect
- Build self-esteem and motivation
- Help set goals and work toward accomplishing them

### Time Commitment

- Make a one-year commitment
- Attend at least 2 weekly group meetings a month (group meetings are about 2 hours in length)
- Attend a two-hour one-on-one mentor/mentee session with matched mentee once per quarter
- Communicate with the mentee weekly
- Attend an initial training session, as well as at least one additional training session during each year of participation in the program
- Attend optional mentor/mentee group events, mentor support groups, and program recognition events

### Participation Requirements

- Be at least 21 years old
- Reside in Lansing metro area (MSU student acceptable)
- Be interested in working with young people
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- Be dependable and consistent in meeting the time commitments
- Attend mentor training sessions as prescribed
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities
- Have access to an automobile; have auto insurance and a good driving record
- Have a clean criminal history
- Not use illicit drugs
- Not use alcohol or controlled substances in an inappropriate manner
- Not be currently in treatment for substance abuse and have a non-addictive period of at least five years
- Not be currently in treatment for a mental disorder or hospitalized for such in the past three years



## Mentor Job Description

### Desirable Qualities

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

### Benefits to Mentor

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Deeper understanding of teen and societal problems
- Improved interpersonal skills
- Builds morale at work, develops management skills, and enhances the image of local companies
- Training sessions and group activities
- Participation in a mentor support group
- Mileage and expenses are tax deductible
- Stipend in the form of a Meijer Gift Card
- Personal ongoing support, supervision to help the match succeed
- Mentee/mentor group activities, complimentary tickets to community events, participant recognition events

### Benefits to Mentor's Organization

- Builds employee morale, thereby improving company morale
- Develops the same skills needed for successful and effective company managers
- Enhances the image of the company
- Recognizes the competence of employees
- Prepares employees to take on greater responsibilities in the company
- Helps the company revitalize the community
- Assists in the development of a competent future workforce

### Application and Screening Process

- Written application
- Driving record check
- Criminal history check: state, child abuse and neglect registry, sexual offender registry
- Personal interview
- Provide three personal references
- Attend initial mentor training

For more information, contact La Vendée Fulton at 517.316.4019 or [lfulton@peckham.org](mailto:lfulton@peckham.org)  
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