

# School Based Mentoring Program

## *Roles and Expectations*

| <b>Mentoring Organization</b>  | <b>High School</b>   | <b>Elementary School</b>   |
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| <i>School Coordinator</i>  | <i>High School Faculty Liaison</i>   | <i>Elementary School Faculty Liaison</i>   |
| <ul style="list-style-type: none"> <li>➔ Coordinating volunteer recruitment and related activities</li> <li>➔ Processing volunteer applications</li> <li>➔ Screening volunteer applicants, including personal references, interviews etc.</li> <li>➔ Informing applicant Mentor of their acceptance to, or rejection from the High School Program</li> <li>➔ Providing orientation an ongoing training and support for Mentors</li> <li>➔ Processing applications of Mentees</li> <li>➔ Screening potential Mentees, including conducting interview/home-visits with potential mentee and parent/guardian</li> <li>➔ Matching Mentor and Mentee</li> <li>➔ Providing ongoing supervision of Mentor and Mentee</li> <li>➔ Providing on-site supervision of matches during activities</li> <li>➔ Work with school contacts to coordinate group activities for matches, including celebration and recognition activities</li> <li>➔ Coordinating transportation arrangement for site-based and school-based programs, if necessary</li> </ul> | <ul style="list-style-type: none"> <li>➔ Act as liaison between participating students and (MENTORING AGENCY) and work with (MENTORING AGENCY) to promote the High School Mentors program, amass continued support for the program among teachers, administrators, students, parents and others.</li> <li>➔ Arranging the means for volunteer recruitment/referral.</li> <li>➔ Provide (MENTORING AGENCY) staff with means of contacting students for recruitment.</li> <li>➔ Coordinate drop off applications</li> <li>➔ Coordinate use of building space for weekly meetings.</li> </ul> | <ul style="list-style-type: none"> <li>➔ Act as liaison between participating students and (MENTORING AGENCY) and work with (MENTORING AGENCY) to promote the High School Mentors program, amass continued support for the program among teachers, administrators, students, parents and others.</li> <li>➔ Assist in developing criteria for potential Mentees</li> <li>➔ Assist in distributing/collection of mailings provided by the Mentoring agency to parents/guardians of potential Mentees</li> <li>➔ Assist in a process to obtain teacher referrals and parental consent</li> </ul> |