



## POSITION DESCRIPTION

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**TITLE:** Volunteer/Mentor/Tutor

**REPORTS TO:** Director of Programs and Services

**POSITION:** Volunteer/non-paid position

**PRIMARY FUNCTION** To assist staff in programs, supervise members and provide support for young people to reach their full potential.

### **KEY ROLES (Essential Job Responsibilities)**

- To develop a positive connection with the youth through planned weekly contact
- To help members feel better about themselves
- To provide the presence of a positive, caring, adult role model
- To participate with youth in scheduled programs
- To develop and deliver scheduled programs in your field of interest if applicable (only if you feel comfortable, otherwise assisting staff with scheduled programs)

### **ADDITIONAL RESPONSIBILITIES:**

1. Ensure that all members receive on-going support
2. Provide safe, positive experiences to members
3. Assist members with homework if assigned.
4. Attend Staff Meetings & Trainings when available
5. Provide a schedule of availability

### **SKILLS/KNOWLEDGE REQUIRED:**

- Must be 18 years
- High School diploma or GED
- Ability to commit to a regular and consistent schedule

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this volunteer job, the volunteer is regularly required to talk or hear. The volunteer frequently is required to walk and stand for extended periods of time. The volunteer is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The volunteer must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this volunteer job include depth perception.