

United Way of Northeastern Minnesota
Lunch Buddies Volunteer Mentor Job Description

Last Updated: December 2019

PROGRAM DESCRIPTION

The United Way of Northeastern Minnesota's Lunch Buddies Mentoring program serves 1st grade students at the Greenhaven and Washington Elementary 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 a period of three months.

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 three month commitment (March 2nd – May 19th)
 - Monday's 11:20-12:05 – Greenhaven Elementary
 - Tuesday's 11:20-12:05 – Washington Elementary
- Commit to weekly visits for approximately 40 minutes
- You will be allowed one absent/vacation day (*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
- Reside or work in the communities surrounding the Hibbing area
- Be willing to adhere to Lunch Buddies Mentoring Program policies and procedures
- 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

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

- Written application
- Comprehensive criminal background check
- Personal interview
- Two to three personal references
- Two-hour pre-match mentor training

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

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