

2025-2026 MENTOR VOLUNTEER POSITION DESCRIPTION

Last Updated: July 31, 2025

PROGRAM DESCRIPTION

The United Way of Northeastern Minnesota's Lunch Buddies Mentoring program currently serves grade school students at several local schools 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 the school year.

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 school-year-long commitment (October-May)
 - One lunch break/week
 - Cherry School *Tuesdays (tentative)*
 - Falls Elementary (International Falls) *Wednesdays (tentative)*
 - Floodwood School *Tuesdays (tentative)*
 - Keewatin Elementary School *Tuesdays (tentative)*
 - Laurentian Elementary School (Eveleth) *Tuesdays (tentative)*
 - Merritt Elementary School (Mountain Iron) *Wednesdays (tentative)*
 - Mesabi East School (Aurora) *Mondays (tentative)*
 - Northeast Range School (Babbitt) *Tuesdays (tentative)*
 - North Star Elementary School (Eveleth) *Tuesdays (tentative)*
 - North Woods School (Cook) *Lunch Buddies Day TBA*
 - Parkview Elementary School (Virginia) *Wednesdays (tentative)*
 - Vaughan Steffensrud Elementary School (Chisholm) *Mondays (tentative)*
 - Washington Elementary School (Ely) *Lunch Buddies Day TBA*
- Must be able to attend the **majority** of meetings. *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
- Have transportation to the school where you will be mentoring
- 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
- Access to internet and have an email account

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

1. Respond with your interest
2. Submit written application and references
3. Comprehensive criminal background check
4. Complete personal interview
5. Attend pre-match mentor training