**Personal Development Mentor Position Description**

The MSKSI School of Awake Program provides positive reinforcement for proactive engagement, commitment to self-development, and owning personal responsibility to create and engage positive interactions and healthy relationships with self and others.

Mentors must lead and facilitate small group discussion and activity-based learning designed to help participants achieve the 7 learning outcomes listed below and an ability to communicate the learning and ideas developed through program activities.

**Personal Development Program Learning Outcomes (LO)**

1. Support girls in effectively communicating ideas and feelings
2. Model and give guidance on developing healthy relationships with self and others
3. Encourage girls in embracing authentic self
4. Support and demonstrate skills for developing mindfulness
5. Model and facilitate activities that cultivate a growth mindset
6. Provide guidance and mentoring in strategies for self-care and holistic wellness
7. Support and coach girls in developing frameworks for addressing challenge and resistance to change

Personal Development Mentors should also be focused to:

* Serve as a positive role model and safe place
* Build relationships with and among youth by planning, participating in and supporting all mentoring meetings, whether leading the session or not
* Strive for mutual respect
* Build youth self-efficacy, motivation, and sense of belonging
* Help girls set goals and work toward accomplishing them

**Time Commitment School of Awake Mentoring Program**

* Mentors should expect to commit several hours of planning time for Personal Development Sessions; Team facilitation is encouraged as a function of the program.
* Program Schedule: 2-week Summer Camp (1x a year) and 2- hour workshops (monthly); SOA Team responsible to lead for content during the Empower Her Young Women’s Leadership Conference in December.
* Two-week Camp: Team function includes meeting daily pre- and post sessions through the duration of the program, to include daily after action meetings
* Participate in all activities connected with SOA as this builds trust and relationships with girls
* Communicate frequently with the SOA Advisor/Executive Director to update them of your plans for each mentoring session, using the Curriculum Map as the guidelines for planning.

**Participation Requirements**

* Be at least 21 years old
* Have experience working with youth
* Be willing and able to adhere to all program/hosting school policies and procedures
* Be willing and able to complete the application and screening process
* Be dependable and consistent in meeting the time commitments
* Be available to commit to meeting with youth during the duration of the School of Awake Workshop and participate in the Parent Presentation Day at the conclusion of SOA.
* Attend mentor training and complete post- assessment as scheduled
* May be required to facilitate a mock mentoring session with program staff
* Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities
* Have a clean criminal history
* No use of illicit drugs
* No use of alcohol or controlled substances during mentoring activities
* Not currently in treatment for substance abuse and have a non-addictive period of at least five years
* Not currently in treatment for a mental disorder or hospitalized for such in the past three years
* Occupational experience in social sciences, personal growth and development, counseling or health and nutrition.
* Experience working with youth
* Require mentors hold a BS/BA degree, prefer a Masters degree, LCSW, MFT or Ed.D/Ph.D
* Willing listener, encouraging and supportive
* Patient and flexible
* Tolerant and respectful of individual differences

**Desirable Qualities**

* Relatable and able to facilitate culturally responsive sessions with inclusion of diverse ideas and be willing to learn from students.
* Experienced and at ease working with youth in communities of color, from diverse backgrounds.
* Willing listener, encouraging and supportive; able to lecture less and engage inquiry and discussion more
* Patient and flexible
* Respectful of giving space for young women to be seen, heard, and acknowledged

**Benefits of Participation**

* Personal fulfillment through contribution to the community and individuals
* Satisfaction in helping a team of youth mature, progress, and achieve goals
* Professional development through training sessions and group activities
* Mileage and expenses are tax-deductible
* Personal ongoing support, and supervision to help you succeed
* Group activities, complimentary tickets to community events, participant recognition events

**Online/Virtual Classroom Protocol**

● Keep in mind that any information you disclose when using remote activity applications which include visual dialog (such as Zoom or Skype) may be exposed, documented, or recorded by other parties using the application. Therefore, you should make sure not to expose yourself or your family members and not reveal any other details that may violate your privacy or theirs.

● At the end of each session, you must log out of your account and make sure that you have disconnected the microphone and camera.

● If you are the host of the online activity, adjust the settings of the application you are using. Require the online session host to be present before the meeting starts.

● Secure each meeting with encryption. Access should only be permitted for authorized participants.

● Allow the host to stop participants in real-time and restrict screen sharing.

● Allow the host to remove participants.

● Turn on the option of having a waiting room where all participants can wait until approved by the host.

● Absolutely no inappropriate language, bullying, or disrespectful behaviors that are offensive to any participant will be allowed.

● Disable mentee participants to record. Recordings must be made available to the Executive Director in mp4 format at the end of each session.

**Application and Screening Process**

All volunteer mentors with My Sister’s Keeper Success Institute, Inc. are required to complete the following screening protocol before mentoring a group of youth in this program. This screening policy is designed to protect the safety of youth and adult participants and the integrity of this program. Every person applying for consideration to mentor in this program will participate in the following screening procedure regardless of his/her background experience and/or affiliation with this program.

An individual who chooses to remain a volunteer with this organization is required to submit information for re-screening every year.

• Application & Criminal history check: FBI background check to include scan of child abuse and neglect registry, and national sex offender registry \* Background checks completed by Sterling Volunteers.

• In-person/Zoom interview with Executive Director and possibly other team members

• Submission of two personal references who you’ve known for at least two years \* • Complete Mentor Training and Assessment

• Mentoring program staff will rely on the following tools to determine the suitability of a potential mentor: Compilation of all interactions including past interactions • Volunteer application • Reference & Background Checks • Volunteer Interview • Training outcomes • On-going monitoring

I have read the requirements for Volunteer STEAM Mentor for the My Sister’s Keeper Success Institute, Inc. and agree to comply with all requirements as indicated by my signature below:

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_ Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_