



BOYS & GIRLS CLUBS
OF SPRINGFIELD

POSITION DESCRIPTION

Title:	Mentor
Performance Profile:	Volunteer
Department:	Operations
Reports To:	Programs Assistant & Mentoring Coordinator
Wage:	N/A

Program Description:

The mission of Boys & Girls Clubs is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Our mentoring program directly aligns with the Boys & Girls Club's mission by making an impact and growing strong, healthy, and positive relationships with our youth. Working with one or more youths in our Clubs deepens impact and giving personal attention and guidance to a mentee can open new doors of hope and opportunity. Through this program, we aspire to accomplish the following:

- Expose youth to a positive role model
- Help mentees focus on the future by setting academic, college, and career goals
- Expose youth to new experiences and people from diverse cultural, socio-economic, and professional backgrounds
- Provide youth with attention and a caring friend
- Teach youth about responsibility, caring, and leadership
- Encourage emotional and social growth
- Foster increased confidence and self-esteem

Key Qualifications:

- The ability to listen and offer friendship, guidance, and encouragement
- A genuine desire to be involved and help youth
- Respect for youth and their cultures and backgrounds
- Empathy and authenticity
- Prior experience in helping roles or occupations
- The ability to see solutions and opportunities and help youth see them
- Dependable
- Goal-oriented

Eligibility Requirements

- Must have reliable transportation
- Pass a background check and reference check
- Successful interview with the Mentoring Coordinator
- Be able to commit to the full timeframe of the program

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Key Responsibilities:

- Supporting one or several youths through an ongoing mentoring relationship
- Nurturing a supportive friendship with youths
- Participate in Club approved activities including reading time, sharing a meal, and playing games
- Assisting youths in setting goals and accomplishing them
- Become an advocate and advisor towards youths helping them reach their full potential
- Being committed to the length of the relationship
- Actively listen to youths with an open-mind
- Provide youths with community resources as needed that will help them enhance their personal development and career growth
- Act as a role model by pointing out, bringing to attention, demonstrating and explaining your own actions and values that offer youth the best chances for success and happiness
- Advocate for youths academic success by helping them evaluate their educational choices and directing them to educational resources
- Act as a source of encouragement and support for youths and provide them with opportunities where relevant

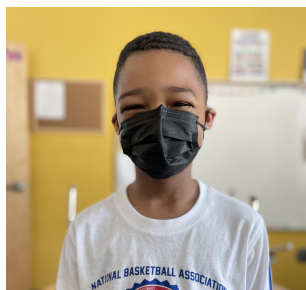
Benefits

- Satisfaction in helping someone grow into a strong adult and achieve goals
- Build a relationship with youth through fun and engaging activities
- Opportunities to participate in mentor/mentee group events and activities
- Receive ongoing support and supervision to ensure success in your mentoring relationship
- Get recognized for ongoing participation as a mentor
- Achieve personal growth and learn more about yourself
- Develop a better understanding of other cultures

Commitment Details

- Minimum 9-month commitment
- Meet 3-4 times a month for one hour each week
- Attend periodic meetings and training sessions as necessary
- Participation in special activities and events

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if no undue hardship is posed to the company.

PHYSICAL REQUIREMENTS	PERCENTAGE OF WORK SPENT ON ACTIVITY			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see well enough to see computer and calculator screens and read documents and reports. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Must have 20/20 vision (with or without correction).			X	
Hearing: Must be able to hear well enough to effectively communicate with clients, vendors, and coworkers.				X
Sitting: Must be able to sit for extended periods of time. Must be able to operate vehicles.			X	
Standing/Walking: Must have the ability to move about the work site.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or materials.		X		
Lifting/Pulling/Pushing: Must be able to lift up to 25 lbs.	X			
Grasping/Feeling: Must be able to grasp and use computer equipment, including keyboard, mouse, and calculator. Must be able to drive.		X		

WORK ENVIRONMENT

While performing the duties of this job, the employee is often in a clean, non-smoking, heated and cooled office environment. The employee will also frequently be indoors or in a vehicle, but may also be outdoors with exposure to dust, pollen, and outside temperature and weather extremes associated with the region. The noise level in the work environment is usually low to moderate.

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Boys & Girls Club of Springfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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OUR PHILOSOPHY

Our Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Our Vision: To provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Our Goals:

- Strive for equal opportunity/access and foster respect for human dignity.
- Prepare youth to live in a richly diverse society.
- Initiate and promote services and experiences which enhance the quality of life.
- Provide programs and services that are relevant to changing needs.
- Develop a strong voice on behalf of youth.

Our Commitment to Inclusion: We believe every kid has what it takes. Our mission fuels our commitment to promoting safe, positive and inclusive environments for all. We support all youth and teens – of every race, ethnicity, gender, gender expression, sexual orientation, ability, socio-economic status, and religion – in reaching their full potential.

Our Youth Development Strategy:

- Build a safe, positive environment
- Establish supportive relationships
- Offer opportunities and set expectations
- Create fun
- Provide recognition

Our Commitments to Each Other:

- We are committed to a positive work environment
- We are committed to having people work in both their passion and strengths
- We are committed to being better and never settling for mediocrity
- We are committed to our mission, over and against our egos
- We are committed to open, honest communication
- We are committed to owning our performance, decisions, and mistakes

Our Core Values:

Member-Centered



Our kids are the motivation behind everything we do. We are warriors for them.

Intentional



We do everything on purpose. We are deliberate and make well-informed decisions.

Adaptable



We course-correct and overcome.

Relevant



We respond to the needs of our kids, families, and community. We are ever-changing and connected.

Altruistic



We are givers and deeply care about others. We put our mission over and above our egos.

Accountable



We take ownership for our actions, decisions, and performance. We know our role in our mission.

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