



Information Technology Thought Leaders

Black Data Processing Associates Rhode Island Chapter

Job Description Volunteer Position Description

VOLUNTEER CATEGORY: Mentor

COMMITMENT TIME: Minimum of one-year commitment with one to four hours contact per week.

AREAS OF INVOLVEMENT: Commitment to developing supportive relationship with one program participant involved in employment preparedness and job placement

QUALIFICATIONS:

- Sincere desire to be personally involved with another person to help him or her achieve personal and career goals.
- Ability to communicate with teenagers or adults openly and nonjudgmental.
- Strong listening skills; ability to establish relationship based on equal responsibility and respects.
- Interest in needs and concerns of persons with internal and external barriers to steady employment.
- Practical problem-solving skills and ability to suggest options and alternatives.
- Sensitivity to persons of different educational, economic, cultural, or racial backgrounds.

RESPONSIBILITIES:

- Make a minimum one-year commitment to developing and maintaining a mentor relationship with a teenager or adult.
- Attend mentor orientation and training sessions before meeting partner; attend ongoing mentor training and support sessions.
- Meet with partner on regular basis to establish working relationship and to support partner in employment goals.
- Assist partner in solving work-related and other problems that interfere with partners success at work or at school.
- Keep time logs and other information as requested by mentor coordinator.