

Triple Threat Mentoring

Job Description

Position Title: Mentor

Location: Various locations throughout Portland (mostly North and Northeast)

Reports To: Program Director

FTE: 40 hours per week, flexible schedule

Hourly Wage: \$18.00 per hour

Mentor roles and responsibilities

Development of your mentee depends on exploring their Academics, Athletics, Attitude through college & career aspirations, strengths and weaknesses; collaborating on means to “get there;” implementing strategies; and evaluating along the way. You, as the mentor, provide the “light” for the mentee to follow. Sharing your wisdom and past experiences is what the mentee looks for from you.

Here are a few roles and responsibilities to help you in the process:

- Support the mentee’s development of professional and interpersonal competencies through strategic questioning, goal setting, and planning.
- Create a supportive and trusting environment.
- Agree to, and schedule, uninterrupted time with your mentee.
- Stay accessible, committed, and engaged during the length of the program.
- Actively listen and question.
- Give feedback to the mentee on his/her goals, situations, plans, and ideas.
- Encourage your mentee by giving him or her genuine, positive reinforcement.
- Serve as a positive role model.
- Provide frank (and kind) corrective feedback if necessary.
- Openly and honestly share “lessons learned” from your own experience.
- Keep discussions on track.
- Respect your mentee’s time and resources.
- Participate in the scheduled events for the program.
- Seek assistance if questions arise that you cannot answer.

Mentor Eligibility Requirements

- Must be at least two years post high school graduation
- Reside in the Portland metropolitan area
- Be willing to adhere to all Triple Threat Mentoring policies and procedures
- Agree to a one-year commitment to the program

- Commit to spending a minimum of twelve hours a month with the mentee
- Be willing to communicate with the mentee multiple times per week
- Complete the screening procedure
- Agree to attend mentor trainings as required
- Be willing to communicate regularly with the program coordinator and submit monthly meeting and activity information
- Have access to an automobile or reliable transportation
- Have a current driver's license, auto insurance, and good driving record
- Have a clean criminal history
- Have never been accused, arrested, charged, or convicted of child abuse or molestation