**Step 7: Tool A – Teen Mentoring Program Staff Job Description (Sample)**

**A staff member should be designated to take the lead in implementing the teen mentoring program. This may be a teacher or counselor with some flexibility in being able to run the program.** **The scope of responsibilities and specific tasks will depend on the type and structure of the mentoring program:**

* A Teen Mentoring program at a single school site will require a specific project leader to facilitate operations;
* A collaboration involving a number of schools will require a more significant amount of coordination;
* A partnership with a formal mentoring agency will most likely require a school liaison role.

**The following list defines a range of possible tasks and responsibilities to consider:**

|  |
| --- |
| * Act as the school lead to investigate mentoring possibilities, develop the program scope, and identify possible mentees and mentors
 |
| * Work with high school administration and staff to develop mentoring opportunities in collaboration with Alberta Education [CTS courses](http://albertamentors.ca/for-educators/alberta-education-career-technology-cts-mentoring-courses/)
 |
| * Act as the liaison with organizations/ agencies: establish program parameters and expectations; define respective roles and responsibilities; ensure school policies and practices are applied; keep school personnel aware of the program operations; and ensure communication between the school and other organization/ agency
 |
| * Organize a working space for mentoring sessions and provide a check in station with required monitoring procedures for mentors
 |
| * Plan for appropriate supervision of mentees by school personnel
 |
| * Arrange transportation for mentees/ mentors if required with attention to school policy and practices for transportation and supervision of students
 |
| * Organize orientation sessions for school personnel, parents, mentors and mentees to outline the program, procedures and events
 |
| * Process and/ or collect mentee or mentor applications, parent consent forms and other required documents. Ensure documentation is filed as required
 |
| * Organize initial and ongoing support and training sessions for mentors and mentees
 |
| * Oversee and/ or assist with mentor and mentee recruitment, screening, training, matching and support
 |
| * Meet with mentors and mentees regularly to discuss the progress of the program
 |
| * Monitor and manage the program on site: ensure matches provide positive experiences for mentors and mentees; problem solve and communicate with appropriate personnel; plan and/ or assist with recognition and closure activities for mentors and mentees; monitor use of facilities and equipment; and maintain records of attendance and program outcomes
 |
| * Initiate/ assist with community engagement to explore community collaborations, recruit mentoring volunteers, and create awareness to promote mentoring within the school
 |
| * Serves as liaison to school social workers, guidance counselors and other individuals providing support to the program
 |
| * Manage and/ or assist with the production and distribution of public relation and advertising items to recognize and promote mentoring activities in the school, in the jurisdiction, and in the community at large (newsletters, press releases, media contact, program profiles, etc.)
 |
| * Initiate evaluation procedures to monitor program progress, success indicators and growth
 |