**Teen Mentor Job Description (Sample)**

The Teen Mentoring initiative matches students in grades ie. 10-12 from XYZ High School with students in grades \_ - \_from ABC Elementary School. The mission of this Teen Mentoring Intiative is to engage students in creating welcoming, caring, respectful and safe school communities through the development of positive mentoring relationships.

**Teen Mentor Job Description**

Teen mentors commit to spending consistent, weekly (this can be changed to fit your school’s plan) time with a child (mentee) being a friend, role model, and confidant. Teen mentors meet one-to-one with an assigned mentee at ABC School and participate in games, activities, crafts, conversation and goal-setting from (or other date) until the end of the school year (or other date). Teen mentors listen to their mentees, provide support and guidance, help them to build communication and social skills, and develop a friendship based on trust and respect.

**Benefits of Teen Mentoring for Mentors**

* Gain experience and skills for resumes, post-secondary school and future careers
* Increase problem-solving, communication, and conflict resolution skills
* Feel more connected to school and the community
* Meet new people
* An opportunity to give back and help others
* Sense of generosity and leadership

**Responsibilities/ Commitment**

* Make a full school year/term/semester commitment;
* Complete the Teen Mentor screening process;
* Attend mentor orientation and training sessions before being matched with a mentee;
* Attend ongoing mentor training and support sessions;
* Spend one hour each week (or designated time), on an assigned day and time, with a mentee;
* Maintain regular contact with program staff
* Promptly report any concerns about the match or the child/ youth to program staff;
* Attend a group mentor-mentee activity once per semester; (may not be part of the plan)
* Be a positive role model, emphasizing behaviours such as trust, respect, reliability, honesty, commitment and kindness;
* Commit to a positive, formal closing of the mentoring match.

**Eligibility Requirements**

For consideration, candidates must possess the following qualifications:

* Be at least 2 years older than their mentee)
* If completing CTS courses, enrolled in HSS 1050: Introduction to Mentorship CTS course; (only if offering the courses)
* Available to attend Teen Mentor Training on \_\_\_\_\_(date) from (time);
* Strong listening and communication skills;
* Positive attitude;
* Reliable, dependable and responsible;
* Respectful of differences such as different economic backgrounds, cultures, religions, sexual orientations, and gender.

For more information, please contact Suzanne Smith, teacher at XYZ High School at (555) 555-1234.