

## Youth Mentor Volunteer Position Description

**Volunteer Position Title:** Youth Mentor

**Locations:** Park Montgomery Community, 8860 Piney Branch Road, Silver Spring, MD 20903  
Oxford Manor Community, 2607 Bowen Road SE, Washington, DC 20020  
Howard Hill Community, 1341 Howard Road SE, Washington, DC 20020  
Overlook at Oxon Run, 3700 9<sup>th</sup> St SE, Washington, DC 20032  
Wheeler Terrace Community, 1217 Valley Ave SE, Washington, DC 20032  
Southern Ridge Community, 1212 Southern Ave SE, Washington, DC 20032

**Supervisor:** Elizabeth Huber, Coordinator, Youth Mentoring Program

Office Location: Overlook at Oxon Run 2<sup>nd</sup> Floor, 3700 9<sup>th</sup> St SE, Washington, DC 20032

Phone: (202)-642-0033 Email: [ehuber@cpdc.org](mailto:ehuber@cpdc.org)

**Service Term:** CPDC Youth Mentoring Program requests a minimum 12 month commitment from its Volunteer Youth Mentors

**Weekly Volunteer Expectation:** Volunteer Youth Mentors will typically serve 1-2 hours/week (flexible days and times); 4-5 hours on one Saturday/Sunday each month.

**Purpose:** The CPDC Youth Mentoring Program is a one-one mentoring model that *develops vibrant communities by **empowering** youth through quality mentoring relationships*. The mentor will meet one-on-one each week with his/her mentee, 3<sup>rd</sup>-6<sup>th</sup> grade age, to develop a relationship and engage in activities that will give mentees new experiences.

**Description:** The CPDC Youth Mentor will:

- Build a relationship with one child in a CPDC community.
- Meet weekly with mentee for 1-2 hours and participate in an activity that the pair choose together (homework, playing catch, cooking, library visit, etc).
- Participate monthly in a large group activity or field trip on Saturday.
- Attend monthly mentor group meeting prior to large group weekend activity.
- Track time involved with mentee and report hours monthly to Mentoring Program Coordinator once a month.
- Participate in program evaluations (pre-survey and post-survey).
- Understand and make a written commitment to follow CPDC policies and procedures outlined in the CPDC Volunteer Member Handbook and Youth Mentoring Program Handbook.
- Inform Program Coordinator of any changes in Mentee behavior, concerns, or questions.

**Qualifications:** The Mentor will be at least 18 years of age and enjoy spending time with children ages 8-13. Other necessary qualities and skills include:

- A desire to build a one-on-one relationship with a child in a CPDC community and participate in a variety of activities.
- Good relationship building skills and ability to maintain constructive relationship boundaries with mentee, mentee's family, and CPDC staff.
- Tolerance and openness to different world views and sensitivity to other cultures and languages.
- Ability and commitment to maintain confidentiality and act in a manner that is consistent with CPDC policies and procedures.
- A general desire to have fun and work with children.
- Satisfactory criminal background and driving record checks, and proof of car insurance (if using a car).

**Mentor Application Process:**

- Submit Volunteer Mentor Application
- Provide 3 personal references
- Complete an interview with CPDC staff
- Criminal Background, Registered Sex Offender Check, and Motor Vehicle Record Check
- Complete CPDC Volunteer Member Orientation Session

**Training and Support**

CPDC will provide Volunteer Member Orientation and a Mentor 101 Training for all mentors. The staff supervisor will provide ongoing supervision and be available for consultation. Mentors will meet as a group monthly to discuss issues as well as receive training on pertinent topics to support and educate them as youth mentors. CPDC may require criminal background checks, registered sex offender checks, and or motor vehicle record checks at any time throughout the mentor's service with CPDC.

**Volunteer Mentor Benefits**

- Opportunity to serve and share from one's own life experience.
- Gain satisfaction of working with a young person during formative years of development.
- Opportunity for new experiences and meeting new people.
- Learn to appreciate diverse cultures and backgrounds.
- Potential to earn a Presidential Service Award if meet service hour requirement.