

# STEM MENTORING VOLUNTEER ORIENTATION



## DELIVERING THE ORIENTATION:

Potential volunteers need a comprehensive overview of your program and the benefits and expectations of engagement. An orientation is typically a fairly brief presentation of information, whereas training usually involves experiential, group learning. The following is a step-by-step guide to facilitating a one hour new STEM mentor orientation.

### *Begin with Introductions.*

- Introduce yourself: name, role, and experience with the program (2 minutes).
- Use a participatory ice-breaker for group introductions (3 minutes).

### *Outline orientation goals (2 minutes)*

1. To provide an overview of this STEM mentoring program
2. To answer any questions or concerns
3. To prepare you for participation

## TOPICS TO COVER DURING THE INITIAL ORIENTATION

- Introduce the program including history, mission and goals (2 minutes)
- Describe the benefits of STEM mentoring for both youth and adults (2 minutes)
- Discuss youth & volunteer eligibility requirements (2 minutes)
- Describe program specific screening process (2 minutes)
- Specify the program commitment including (frequency, duration, scheduling) (5 minutes)
- Outline the role of a STEM mentor (7 minutes)
- Review program policies and procedures (25 minutes)
  - Communication
  - Confidentiality
  - Grievances
  - Mandatory Reporting
  - Meeting guidelines
  - Missing a meeting
  - Safe Touch
  - Relationship closure, end of programming
- Q & A (5 minutes)
- Next Steps & Paperwork completion: (3 minutes)
  - Volunteer application
  - Background Check