

# VOLUNTEER POSITION DESCRIPTION & ELIGIBILITY



*This sample volunteer position description was compiled by staff at the Institute for Youth Success using our knowledge and examples from the field. This sample can be modified to fit the context of your program. Your volunteer position description should be provided to potential volunteers upon initial contact with the program, and reviewed in-person during the volunteer's interview or training.*

## **PROGRAM DESCRIPTION:**

The Wizards program at (insert name of afterschool program) empowers 7th and 8th grade students to thrive in STEM. The program uses adult volunteers who commit to supporting small teams of 4 students over the course of 10 weeks. Together participants explore the scientific inquiry process while building a science fair project. By participating in weekly afterschool STEM activities, working together in small teams, and learning from mentors with experience in STEM, students develop interest and a sense of belonging in STEM.

A volunteer in this program must be able to fulfill the volunteer position description, and meet the eligibility requirements listed below.

## **MENTOR ROLE**

- Take the lead in supporting a team of young people through ongoing, group relationship building
- Serve as a positive role model and friend
- Build relationships with and among youth by planning, participating and supporting weekly meetings
- Strive for mutual respect
- Build self-efficacy, motivation, and sense of belonging
- Help set goals and work toward accomplishing them

## **TIME COMMITMENT**

- Make a 12 week commitment from the time of training through the program's end
- Meet twice weekly with team of youth for 10 weeks
- Spend a minimum of 3 hours a week with teams of youth
- Communicate weekly with the program coordinator
- Document hours, activities, and project progress to share with your coordinator biweekly
- Attend an initial three-hour training session and additional two-hour training sessions once during each year of participation in the program
- Attend the program's culminating event the annual science fair
- Attend optional group events, and mentor support groups

## **PARTICIPATION REQUIREMENTS**

- Be at least 21 years old
- Reside in program area (fill in geographic region)
- Have experience working with young people
- Be willing to adhere to all school/program policies and procedures
- Be willing to complete the application and screening process
- Be dependable and consistent in meeting the time commitments
- Be available to commit to meeting with youth twice per week, for 90 minutes each session, for a commitment of 10 weeks.
- Attend mentor training session as prescribed
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding mentoring activities
- Have a clean criminal history
- No use of illicit drugs
- No use of alcohol or controlled substances in an inappropriate manner
- Not currently in treatment for substance abuse and have a non-addictive period of at least five years
- Not currently in treatment for a mental disorder or hospitalized for such in the past three years

## **DESIRABLE QUALITIES**

- Experience working with youth underrepresented in STEM (girls and students of color)
- Some form of higher education beyond high school or GED
- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

## **BENEFITS**

- Personal fulfillment through contribution to the community and individuals
- Satisfaction in helping a team of youth mature, progress, and achieve goals
- Professional development through training sessions and group activities
- Participation in a mentor support group
- Mileage and expenses are tax deductible
- Personal ongoing support, supervision to help you succeed
- group activities, complimentary tickets to community events, participant recognition events

## **APPLICATION AND SCREENING PROCESS**

- Written application
- Criminal history check: Federal Fingerprint-Based background check to include scan of child abuse and neglect registry, and sexual offender registry
- In-person interview
- Submission of two personal references who you've known for at least two years.
- Attend 3-hour mentor training

*For more information, contact (fill in the name, phone number, and email of the appropriate program contact). People of Color and Women Encouraged To Apply*