



## **Workforce Development Mentor Position Description**

**Mentor Reports To:** Precious Mentor Manager

**Summary:** The role of our Workforce Development Mentor is to support our Precious Perks participants in workforce readiness, academic achievement and job placement. Precious Perks is a Workforce Development program for individuals, ages 16-24, who are currently out of work. Mentors would meet with their mentee in the community and virtually.

### **Duties & Responsibilities:**

- Must be able to commit to their mentee for one year.
- Meet with mentee on a regular basis to establish working relationship and to support mentee in setting and attaining employment goals.
- Schedule and rate all meetings with mentee using Connect | Focus | Grow App.
- Assist mentee in solving work-related and other problems that interfere with mentee's success at work or school.
- Support and assist mentee through workforce readiness by conducting job search tasks, mock interviews, resume building and editing, networking, etc.
- Respond to program staff communications in a timely manner.

### **Requirements:**

- Attend mentor orientation.
- Attend and support ongoing mentor training.
- Must have Volunteer Waiver Form completed.
- Must complete and pass background and fingerprint check.
- Must be at least 25 years of age with a minimum of 3-years work experience.
- Must have a high school diploma or GED.
- Have a positive perspective on young people.
- Be willing to adhere to all program policies and procedures.
- Be dependable and consistent in meeting time commitments.
- Be willing to communicate regularly with program staff, submit activity information and take constructive feedback.

### **Time Commitment:**

- Minimum of 12-month commitment.
- Meet with their mentee 4 hours monthly.

### **Training and Supervision:**

- Must attend mentor orientation.
- Must attend ongoing mentor training.

### **Benefits:**

- Connect with a young adult in need and help them grow their skills and prepare them for the workforce.
- Helping youth navigate through various workplace scenarios and issues.