

ROLE DESCRIPTION

Title: Mentor

Purpose of the position: To support volunteers by helping them find satisfaction in their volunteer role.

Accountability: Accountable to the Neighborhood Adult Development/Education Manager.

Staff/Department: Adult Education Manager/Adult Development

Terms of appointment: One membership year (October 1 through September 30).

Time Commitment: 3 hours per month per mentee

Responsibilities:

- Meets with assigned volunteer(s)
- Helps new volunteers begin their positions and improve their skills
- Provides ongoing support for new volunteers by introducing them to other neighborhood volunteers, familiarizing
 them with terminology and procedures, encouraging them to take training, and assisting them with problem solving
 and meeting planning/participation as requested

Requirements of the position:

- Meets membership requirements
- Training required: How to Have Fun with a Purpose with Girls, Girl Scouting 101, Introduction to Girl Scouting, Journey Immersion Workshop or equivalent training
- Completes Job Orientation for Mentors course or requests a waiver based on past mentoring experience
- Supports the Girl Scout Mission and direction of Girl Scouts of Eastern Missouri (GSEM) and the Girl Scout Leadership Experience
- Has least one year of experience as a Leader

Knowledge and skills required:

- Ability to work with adults
- Good communication skills
- Knowledge of the Volunteer Development Program
- Knowledge of Safety Activity Checkpoints and Volunteer Essentials and the Lead and Learn
- Knowledge of other available Girl Scouts of the USA and GSEM resources that provide information pertaining to current
 policies, standards and procedures relevant to the duties of the position

Training Required:

- GS 101
- Intro to Girl Scouting
- Job Orientation for Neighborhood Team Mentors