



## ROLE OF A VOLUNTEER/MENTOR

Report to: **President & CEO**

Immediate Supervisor: **District Manager/ YEP Executives**

YEP Adult Volunteers/ Mentors are all professional people that make up a diverse cross section of the community. Each volunteer brings to the organization skills, talent and resources that are required for YEP to achieve its overall mission and objectives. Primarily YEP Volunteers will be trained as Mentors and will work with a team of other Volunteers. Volunteers/Mentors will be assigned by the District Manager a group of students that you will be responsible for mentoring throughout the Program year. Additionally you are required to assist the District Manager with all District activities and YEP events. YEP Volunteers/ Mentors are encouraged to be as creative and innovative as possible to achieve YEP Objectives.

### ***YEP Volunteer/ Mentors responsibilities include:***

- Performing duties and responsibilities assigned by the District Manager.
- Participating in training exercises as outlined or sanctioned by YEP Administrative Office.
- Serving as a mentor to the student leadership e.g.: *The President, Vice President, Treasurer, Secretary, and Public Relations Director. (Will be assigned by the District Manager.)*
- Arriving at the assigned meeting location at least half hour prior to the start of meeting and remaining at least half hour after meeting is concluded.
- Attending scheduled District team meeting with District Manager.
- Attending all weekly meeting for the duration of the Program year.
- Attending YEP official calendar of events and activities.
- Assisting with weekly YEP activities as outlined in the YEP handbook/Curriculum outline and calendar of events.
- Mentoring all students assigned to your care.
- The safety of all Students assigned to their District.
- Contacting students who are assigned to you when absent or ill.
- Serving as an official Chaperone on YEP Official trips locally and International.
- Serving as an official Chaperone for District group activities outside of YEP District meetings.
- Attend authorize District events away from Centers.
- Continuously, positively promote and sell the YEP Organization to the General public.
- Responsible for assisting District Manager on being vigilant of who is picking up students at the end of meetings and from functions
- Responsible for engaging and utilizing student's talents and skills throughout the District Center.
- Monitoring student's journals/handbooks to ensure that they are maintained and being properly utilize.
- Performing any other duty assigned by District Manager.