

## Role and Expectation of Mentors

Thank you for volunteering to work with the children, youth, and adults who will come to the Learning Center.

### Role of a Mentor

The following skills be helpful as a mentor: Good communication and interpersonal skills • Ability to encourage and inspire trust • Respect for the student • Ability to deal with ambiguity • An understanding that there is no one way to learn or that all students learn alike • Willingness to abandon traditional methods of teaching • Sense of humor • Patience and flexibility • Enthusiasm for learning • Ability to keep confidentiality • An ability to break down complex material into easily understandable components.

Mentors will be positive presences in the lives of the students who come to the Learning Center. Some students will come for help with homework, but others may come for the quiet or the safety of the space. Mentors will understand this and help students feel comfortable and ensure they receive the help they seek.

### Expectations of a Mentor

**Treat all students with dignity:** All students must be treated with dignity and respect at all times regardless of their race, color, creed, gender, age, disability, sexual orientation, political or religious belief, or social, cultural, or linguistic status.

**Maintain privacy and confidentiality:** All students and their families have the right to privacy and to confidentiality of all records, verbal and written information, or information from a third party. While you may be told certain private information, this information is not to be shared with others outside the school community except as required by law.

- When sharing information within the school community; make sure you are doing so with the ultimate benefit of the students in mind. Gossip is never appropriate.
- Information - written or oral - shared with fellow work study students and faculty should avoid personal identifiers which might enable someone to connect the information with a specific student, family, teacher, or school.

**Regard as paramount the physical and emotional safety of students:** Do not engage in any activity that could reasonably be thought to jeopardize the health or safety of students. If you see or hear something which threatens the physical or emotional health or safety of a student OR if you witness an event that threatens the health or safety of a student, you must report this to the proper authorities at once.

**In cases of imminent danger know and follow school or agency emergency policies.** Otherwise, depending on the situation, the proper authority may be the director of the Y or the volunteer coordinator. Keep a record of when, how, and to whom you have talked about the situation. Examples of situations that may fall under this principle are:

- Suspected child abuse
- Weapons on campus
- Physical or sexual contact among students or between students and adults
- Drugs, alcohol, or tobacco being offered to minors on school or agency premises

- Sexual harassment or harassment based on disability, sexual orientation, race or religion
- Derogatory name calling or other verbal or physical humiliation; other instances of bullying

**Special Note:** *Students who threaten to do themselves or others bodily harm are always* to be taken seriously and reported to the proper authorities immediately. **Where a student's health or safety is threatened, individual confidentiality cannot be respected.**

**Arrive to volunteer on time.** If you are unable to meet your obligation or will be late, please call the Y and let someone there know. Additionally, please do not leave early unless previously arranged. Be sure the building is locked and no one is inside if you are working the closing shift.

**Present to students.** As a mentor, you may have down-time in the space, but are expected to help students when they are in the space and when they request assistance. You are asked to be aware of how students are interacting with each other and ensure that students are not on the first floor.

**Problem resolution:** For general assistance with queries or problems which may arise, please contact the director of the Brookville Y.

I have read and agreed to the roles and expectations of a mentor in the Learning Center.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_