

# T.I.M.E Mentor Program



Welcome to T.I.M.E. Mentor Program.

As a mentor, you are among many special volunteers who are committed to sharing ideas and wisdom to encourage a student toward a more positive direction in his or her life.

## **Mentor's Role**

A mentor is a caring adult, a friend who listens, understands, responds and offers support and advice. Many students have a greater need for positive role models than for critics. This is especially true for students with low self-esteem. Mentors can be extremely effective sources of learning. Their roles can assist in numerous ways, including:

- Providing a model of correct behavior for a student to emulate.
- Developing a positive belief in the benefits of education.
- Clarifying values that lead to more positive attitudes.
- Developing problem-solving skills.
- Assisting in the development of short- and long-term goals.
- Providing consistency in chaotic situations.

## **Mentor Guidelines**

### **Application Process**

All mentors must complete a Volunteer Application that is used to complete a background check. Once the mentor is approved the school coordinator is contacted and the mentor/student assignment can be made.

### **Training**

Every mentor must attend a training session. The training session is usually held at the school location. Training is conducted by Christian Kids Network Inc.

### **Initiating Matching**

After the application is processed and approved, the school coordinator at the participating school will arrange to interview the mentor before matching with a student. When matching students, the coordinator starts with those students who are "ready to succeed" and not with the most troubled students who may need professional intensive counseling. Things to consider are similarities in backgrounds, hobbies, family composition and career interests in matching students with mentors. The coordinator will send a recommendation letter and consent form to the student's parent/guardian.

## **Length of Match**

The recommended time period that a mentor meets with the student is once a week a 3 to 5 visits per month for the entire school year. It is very important that the visits be consistent. The mentor and student usually decide the day of the visits.

## **Working With More Than One Student**

It is recommended that a mentor work with only one student for the designated time. Occasionally a mentor is able to work with more than one student. The school coordinator should use his/her judgment in this matter.

## **Re-matching**

After the first meeting between the student and mentor, the school coordinator can check with both individuals to find out how the first session went. If there are concerns by either party, those issues will be addressed to determine if a rematch should be considered. It is important that both the student and the mentor feel successful about the mentorship. Not all matches are successful. When this occurs, another attempt will be made to place the mentor and student with new people.

## **Meeting with Students**

The mentor should sign in at the school administrative office when visiting the student. On the day of the planned visit, the mentor should notify the school coordinator by phone, fax or e-mail to let the student know he/she will be visiting that day. If the student is unable to meet the mentor, the mentor will be notified by the school coordinator by phone message, fax or e-mail within an appropriate time period.

All meetings and/or activities with students **MUST** take place on the school campus or as part of school-sponsored field trips. All activities with a student or students **MUST** take place on the school grounds in sight of school staff representatives.

Transporting a student in the mentor's personal car or company car is strictly prohibited. Students must be transported in a school district bus (field trips), in a school official's vehicle or in a parent or legal guardian's vehicle.

## **Tips for Working With Students**

Developing a positive relationship with students will make your mentoring experience more enjoyable as well as more beneficial for the students. Here are some tips for helping students learn:

- Learn the students' names right away and use them often.
- Be sure that all students know your name.
- Get to know each other by first talking about things students like. Then share something you like with them.
- Let students take their time warming up to you. Trying too hard to establish a relationship with them may seem intimidating or may alienate students who don't know how to deal with that kind of "enthusiasm." Instead, make yourself accessible to them and be kind. Students gravitate toward these qualities.
- Let students discover. Let students try new methods, even if you know an easier way.
- Encourage students to feel, smell, taste, and listen as well as look at objects.
- Build the student's self-confidence. Praise your students honestly and frequently.
- Respect student's privacy and don't goad them into telling you something they're uncomfortable with. Most of all, listen to them!
- Earn respect by avoiding the "Do as I say, not as I do" syndrome. Arrive at school on time, follow directions and be a good role model.
- Emphasize what the student does well. Talk about the student's strengths.
- Don't criticize students in front of their peers.
- Ask questions that may lead them to the answer instead of telling them the answer.
- Don't compare one student to another.
- Give attention to all students. Don't favor one or two students more than others.
- Give the students as much time as they need for them to understand new ideas.
- Be reliable. Students will be disappointed when you are absent. Show you care by calling when you can't go to school when expected.

### **Confidentiality**

Confidentiality should be maintained in the mentor/student relationship except for these circumstances:

- If a student confides that he/she is the victim of sexual, emotional or physical abuse, the mentor must notify the school principal immediately.
- If a student tells the mentor of their involvement in any illegal activity, the principal must be notified immediately.