

# Girls Inc. of Lynn

## Volunteer Job Description

### **VOLUNTEER CATEGORY: Middle School Mentor**

**COMMITMENT TIME:** Minimum of eight month commitment for an hour and a half per week (October-June)

**GOAL:** Develop a supportive relationship with a group of four program participants to promote and improve academic achievement, healthy behaviors, social skills, goal setting and career awareness.

**HOW:** Meet weekly with four middle school girls at Girls Inc. of Lynn from 5:00-6:30 PM. Help come up and plan fun activities with the girls.

### **QUALIFICATIONS:**

- Sincere desire to be personally involved with adolescent girls to help them achieve personal and educational goals
- Available for a minimum eight-month commitment to developing and maintaining a mentor relationship with a youth/mentee
- Ability to maintain regular weekly meetings with mentees
- Available to attend mentor orientation and training sessions in September before meeting mentees; attend ongoing mentor training and support sessions
- Ability to communicate with teenagers and adults openly and nonjudgementally
- Strong listening skills; ability to establish relationship based on equal responsibility and respect
- Interest in needs and concerns of persons to assist them with community service
- Practical problem-solving skills and ability to suggest options and alternatives
- Sensitivity to persons of different educational, economic, cultural, or racial backgrounds

**girls  
inc.**

of Lynn

50 High Street | Lynn, MA 01902 | 781.592.9744 | [www.girlsinclynn.org](http://www.girlsinclynn.org)

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**RESPONSIBILITIES:**

- Establish positive relationships with mentees based on mutual trust and respect
- Help mentees with development of life skills, such as positive attitude toward learning and school, decision making, goal setting and conflict resolution
- Help mentees access resources by acting as a “broker” to help mentees become aware of community and educational resources
- Help increase mentees’ ability to interact with diverse people
- Collaborate with mentees to plan weekly activities, which may include cooking, art, games, computers, creative writing, fun science experiments or physical activities
- Attend the annual mentor appreciation brunch and the mentoring program field trip (TBA)
- As possible, provide mentees with information and resources to help them meet their goals
- Assist mentees in solving educational related and other problems that interfere with mentees success at school
- Maintain regular communication with the mentor coordinator either in person, by telephone or email
- Complete weekly one page mentor report form

If you would like to become a mentor at Girls Inc. of Lynn, please contact the mentoring coordinator, **Hai Huynh** at 781-592-9744 x265 or email her at [hhuynh@girlsinclynn.org](mailto:hhuynh@girlsinclynn.org)

Applications are also on our website at [www.girlsinclynn.org](http://www.girlsinclynn.org).