



BOYS & GIRLS CLUB
OF FREDERICK COUNTY

Be Great: Graduate

Volunteer Mentor Application

Be Great: Graduate Program Director: John Stephens

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Program Description:

Be Great: Graduate is a one-to-one mentoring program for students in the 4th through 8th grades that promotes students remaining academically engaged and encourages high school graduation. Students are referred based on trends in academic performance, behavior, and attendance, which are research-identified factors that can indicate potential later dropout. Educators and Boys & Girls Club of Frederick County (BGCFC) staff are also able to identify and make referrals for students that would benefit from a mentor to assist in encouraging growth and navigating challenges.

The specific strengths each mentee has and the reason for referral become the foundation of each specific mentoring relationship. Mentors, BGCFC, families, and the educational system comprise a collaborative support team to empower the student. Mentors help mentees set and celebrate individualized goals.

Mentor Responsibilities:

1. Minimum six-month commitment of meeting with mentee one to two times a week for one to two hours;
2. Attend all BGCFC pre-match mentor trainings before being paired with a mentee (may require weekend or evening availability);
3. Commitment of two scheduled check-in meetings/phone calls with Program Director the first month of active mentoring, and one scheduled check-in meeting/phone call every following month;
4. Meet with mentee at BGCFC after school site and/or meet with mentee in the school environment (dependent on student availability);
5. During meetings with mentee, the mentor should:
 - a. Document mentee's goals and progress;
 - b. Recognize and celebrate student successes and encourage student in their strengths;
 - c. Utilize strengths-based approaches and interventions;
 - d. Assist student in acquiring/expanding problem-solving skills;
 - e. Keep time logs and other paperwork as requested by Program Director.
6. Communicate in a timely manner (acknowledge and/or respond to BGCFC staff's requests within 24 hours or less as warranted);
7. Collaborate with Be Great: Graduate Program Director to coordinate communication with school staff and the mentee's family;

Qualifications:

1. All applicants must be at least 18 years of age;
2. A desire to encourage students to remain academically engaged and graduate high school, cultivate problem-solving skills, and experience growth;
3. A belief that all youth possess unique strengths and the ability to learn;
4. Effective communication skills and the ability to maintain the confidentiality of conversations with mentee;
5. Experience working with children and adolescents, youth agencies, social services, and school systems preferred;
6. An interest in relevant professional development information/training pertinent to the mentoring role and purpose of the “Be Great: Graduate” program;
7. Preferred Associate’s Degree or higher, or Vocational Diploma; college students enrolled in a degree-seeking program are also encouraged to apply;
8. A successful background check with passing results.

Benefits

1. Satisfaction and challenge of encouraging youth to set goals and achieve personal growth;
2. Investing in the community through engaging youth and encouraging high school graduation;
3. Professional development through pre-match mentor training;
4. Personal scheduled check-ins with Be Great: Graduate Program Director to support match/mentoring relationship.

Application and Screening Process

1. Complete Volunteer Mentor application and submit with resume, supporting materials, and references;
2. Complete an interview with Be Great: Graduate Program Director;
3. Successfully complete and pass a fingerprint background check;
4. Attend pre-match Volunteer Mentor training.



Volunteer Mentor Application

(Please type or print)

Name of Applicant _____ Date of Birth _____

Address _____

City _____ State _____ ZIP _____

Cell phone _____ Home Phone _____ E-mail _____

Employer _____ Occupation _____

Workplace Address _____

City _____ State _____ ZIP _____

Business phone _____ Business FAX _____

Business E-mail _____

Preferred Mentoring Day (Monday through Friday):

Preferred day/availability _____ Alternate day/availability _____

Note: Hours that the students are available is dependent upon school schedule, and hours may occur during the after-school program. Morning hours may be offered during summer. Hours will be dependent on the availability of each specific student.

If possible, what grade range of student would you prefer to mentor (check all of interest):

Grades 4-5 _____ Grades 6-8 _____ No preference _____

Written Statements

1. Type or write a brief statement about why you wish to be a mentor in Be Great: Graduate with the Boys & Girls Club of Frederick County. Please attach your response to this application (500 word maximum).
2. Describe special interests or hobbies that may be helpful in matching you with a mentee (e.g. cooking, crafts, career interests, games, sports, computers, art, needlepoint, languages, music, painting, etc.). Please attach your typed or written description to this application (500 word maximum).

Resume- Please attach a resume which includes your educational background, employment history, three references (other than family members), and other information you believe helps to define your readiness to be a youth mentor.



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Be Great: Graduate Volunteer Mentor Agreement

As a volunteer mentor in the Be Great: Graduate Mentor Program at the Boys & Girls Club of Frederick County, Maryland I, _____, agree to:
(Print Volunteer Mentor Name on the Line Provided Above)

(Please initial the following)

- _____ Successfully complete an official background check and fingerprinting process;
- _____ Recognize that this mentor volunteer position is an at-will position;
- _____ Attend training for the program;
- _____ Be on time for scheduled meetings with the mentee or BGCFC staff;
- _____ Notify BGCFC, school contact, and mentee/mentee's family if I must cancel a meeting with my mentee;
- _____ Participate in BGCFC enrichment activities and programming as indicated or requested to support the indicated mentee's academic, social, or behavioral needs;
- _____ Seek assistance from BGCFC and the mentee's school-based support as indicated;
- _____ Keep discussions with my mentee confidential unless it requires social services support;
- _____ Ask staff when I need assistance or have questions;
- _____ Notify BGCFC of any changes in my employment, address, and telephone number;
- _____ Notify BGCFC first of any changes in the mentee's progress and/or participation in the program.

(Volunteer Mentor Signature)

(Date)