



## **Rise High Mentor Role Description**

This is a volunteer, unpaid role serving primarily on Saturday mornings during the academic year with the exception of school holidays. Sessions generally run from mid-September until the end of November, and then from mid-January until the end of April. The Executive Director will interview and select each person. As a volunteer role that interacts directly with students, members will be screened against criminal and sex offender records. Background checks will be renewed on a yearly basis.

### **Qualifications and Skills:**

- Have a background in any field of science, technology, engineering, or math (STEM), either by education or work experience.
- Strong awareness and sensitivity towards inner city, under-resourced, and at-risk population.

### **Responsibilities:**

- Commit to attending the events and activities planned for mentors and mentees, specifically Rise High Saturday morning sessions and celebrations/events.
- Be available during Rise High Sessions to the mentee(s) for discussions related to academic, professional, and personal development.
- Follow the guidelines of communication and best practices established by Rise High, as described in the Letter of Values, Policies, and Protocols.
- Maintain a positive and engaging attitude with the kids, while always leading with a tone of respect.
- Communicate directly and promptly with Rise High administration about any concerns regarding a child's safety and / or well-being.
- Be responsible with any sensitive or confidential information learned from/about a student.
- Provide feedback on the mentor/mentee relationships and students' experiences with programming.
- Communicate unforeseen conflicts to attend scheduled sessions with the proper Rise High representative in a timely manner.
- Maintain a code of conduct and public engagement that represents Rise High in a respectful and professional manner.
- Promote Rise High's vision and mission in the community.