



Volunteer Job Description 4-H Technology Wizards Mentor DRAFT

Purpose: To create supportive learning environments in which diverse youth and adults reach their fullest potential as capable, competent, and caring citizens. Provide positive mentoring to a 4-H program participant(s) while enhancing their knowledge in the area of Science, Technology, Engineering and/or Mathematics (STEM).

Responsibilities:

- Act as a positive role model for the young people you work with, setting high expectations for those youth
- Empower youth to find their voice, get involved in STEM and future projects and help them find solutions to community problems
- Be sensitive to the needs of the youth you work with
- Become familiar with families, program manager, other mentors and supporters
- Communicate concerns, challenges and solutions with program manager and families
- Help kids connect with new opportunities
- Be knowledgeable of and aware of the resources available for STEM
- Lead project activities and teach related skills in the area of STEM
- Follow all CCETC youth protection and risk management policies, emergency procedures, youth and adult Code of Conduct

Expected Results: 4-H program participants will be matched with a fully-trained mentor who will work with them one-on-one or in small groups during program time to help them develop STEM and life skills. Participants will report feeling supported by their mentor and will continue to take part in programs for at least 1 year.

Training and Support:

- Mentors skills will be assessed and utilized
- On-going support from program manager and lead volunteers (debriefs, email groups, list serves, advisory boards and/or one-on-one meetings with staff)
- Mentor training series
- Access to materials, resources and equipment to conduct programming
- Leadership opportunities and ability to learn from others
- CCETC vans (for approved drivers)

Reporting:

- To be determined by site

Time Commitment: A minimum commitment of 1 year at least 1 (up to 4) program per week (2-3 hours).

Qualifications:

- Enjoy working with youth and has a sincere interest in their growth and development
- Basic knowledge and skill in the designated project area
- Ability to work with other adults; and to organize and coordinate with other people
- Effective communication, organization and interpersonal skills
- Commitment to program schedule
- Ability to understand and implement Cornell Cooperative Extension 4-H Youth Development policies, procedures, risk management guidelines, youth and adult Code of Conduct
- Ability and commitment to acting as a positive role model for youth, practicing appropriate behavior (including dress)
- Ability to recognize youth for their abilities, skills and personal accomplishments
- Ability to show sensitivity to the needs of the youth and families involved in the program
- Willingness and availability to attend trainings
- Interest in developing community partnerships

Benefits:

- Opportunity to share a passion and skill with others
- Enhance personal leadership and organizational skills
- Build friendships with other volunteers and staff
- Derive satisfaction from helping youth reach their greatest potential

Level of Background Screening Required:

- Application and reference check; required of all enrolled volunteers
- Department of Motor Vehicle (DMV) Checks; transporting others may be an important part of this position
- Criminal Background Check; required for all enrolled volunteers when responsibilities include unsupervised work with minors, individuals over 65, or individuals with disabilities