

mentor information pack



mentor letter

Thank you for expressing interest to be a Mentor in the **mates** Mentoring Program which matches community volunteers with students to serve as one-to-one Mentors. The Mentor role is that of a friend, positive role model and guide. As a Mentor you will meet with your Mentee twice a month during school hours for a year and take personal interest in their growth and development. After three months the opportunity to catch up out of school will be offered but only when a new permission form has been signed and agreed to by the Mentor, Mentee and the Parents/Guardians.

Please find enclosed the following documents:

- ✓ Mentor Job Description
- ✓ **mates** Information Flyer
- ✓ Mentor Application Form
- ✓ Personal Reference Request Form
- ✓ Mentor Interest Survey

mates Mentoring Program will offer support and guidance for both the Mentee and Mentor and will do its best to ensure the success of the relationship.

Please read and fill out the enclosed documentation and return to your local Program Coordinator. Following this they will then ensure you meet all **Eligibility Requirements** (enclosed on Mentor Job Description) and will endeavor to find a suitable Mentee match on completion of screening process and training. Please note there are only limited numbers for the program, in the first year there are 12 matches with the priority being to match the best Mentor to the needs and interests of the Mentee. If a suitable match isn't found in the first year, your details will be kept on record for any potential future matches. If you have any questions, please feel free to contact me.

This program exists due to the strong volunteer support of the local community

I look forward to hearing from you.

Kind regards,

Joy Forbes

mates Mentoring Program

Wimmera Southern Mallee Local Learning Employment Network

Mallee Building, Federation University (Horsham Campus)

289 Baillie St, HORSHAM

53 810 122

pb@llen.com.au

mentor job description

A **mates** Mentor is a positive role model in a young person's life. The Mentor takes the lead in developing a respectful and supportive relationship with their Mentee. The one-to-one relationship is an opportunity for both people to grow and learn new things about themselves and each other. The benefits for the Mentor include personal fulfilment through contribution to the community and the Mentee, satisfaction in helping someone mature, progress, and achieve goals, enjoyment of group events and recognition events and self-improvement through training sessions.

As a **mates** Mentor you will aim to:

- ✓ Assist and extend the positive life experiences of your Mentee
- ✓ Target their life and educational goals
- ✓ Engage them more fully into their school and community and
- ✓ Identify the skills of young people

A **mates** Mentor is a person who:

- ✓ is non-judgemental and open-minded
- ✓ sets goals and is willing to help young people develop and achieve their own
- ✓ has respect for young people
- ✓ has an encouraging attitude towards young people's skills and interests
- ✓ has good communication skills
- ✓ has confidence in their own abilities
- ✓ is a good listener
- ✓ is trustworthy, patient, supportive, tolerant and flexible
- ✓ is willing to share personal experiences where appropriate to help in their Mentee's development
- ✓ **is FUN!**

Eligibility Requirements:

- ✓ 18 years of age or older
- ✓ Passed Working with Children Check
- ✓ Signed and Willing to adhere to Code of Conduct
- ✓ Willing to adhere to all School and **mates** Program Policies and Procedures
- ✓ Commits to the **mates** program for one year
- ✓ Commits to spend a minimum of two hours per month 1:1 with Mentee
- ✓ Completes **mates** Mentor Application including details of two personal referees
- ✓ Agrees to attend required Mentor Training sessions
- ✓ Completes Mentor interview with Program Coordinator
- ✓ Willing to communicate regularly with Program Coordinator and submit monthly meeting and activity information

For more information, please contact: Wimmera Southern Mallee Local Learning Employment Network, **phone** 53 810 122 or **email** pb@llen.com.au

information flyer

Our Mission

“To provide positive role models who assist, target, engage and enhance the skills and life experiences of local young people.”

What exactly is mates?

mates is a Mentoring Program which has been designed as a model which is easy and effective for all schools to implement at very little cost. **mates** matches students (Mentees) in school with a volunteer (Mentor) from the local community. In a changing world schools can't do it alone. Communities have to work together to help support and nourish the variety of needs and capabilities of our young people.

What are the aims of mates?

The aims of the **mates** program are clearly contained in its acronym:

mentor – to provide an additional positive role model in the lives of young people

assist – to assist and extend the positive life experiences of young people

target – to specifically target life and educational goals of young people

engage – to engage young people more fully into their schools and local communities

skills – to identify and enhance the skills of young people

Who can get involved?

mates draws on the strong support of the local community to be positive role models (Mentors) for students (Mentees). Mentors must be over 18 years old and meet Eligibility Criteria including getting a current Working with Children Check if they don't already have one. Mentees must also meet Eligibility Criteria and are usually referred into the program by teachers. There is a screening process which means the Mentees are matched up with the best suited Mentor.

What is the time commitment?

To become involved in the program Mentors and Mentees have to commit to one year with two one hour 'catch ups' per month minimum.

Want to know more?

Please contact:

Joy Forbes

Wimmera Southern Mallee Local Learning Employment Network

Mallee Building, Federation University (Horsham Campus)

289 Baillie St, HORSHAM

53 810 122

pb@llen.com.au

This program exists due to the strong volunteer support of the local community

mentor application

Personal Details

Name: _____

Please circle: Male Female

Home address: _____

_____ Postcode: _____

Home Phone Number: _____

Mobile: _____

Email: _____

Current Situation

- Retired
- Employed - Part Time/ Casual
- Employed - Full Time
- Looking for Work
- Other (please specify) _____

Current Work Details (if applicable):

Name of Organisation: _____

Position Held: _____

Address: _____

_____ Postcode: _____

Previous Experiences:

*Please list any courses or experience you have had which may enhance your role as a mentor
eg. scout/guides leader, teacher's aide, sports coach*

Type of Experience	Year

Other Interests:

In the space below please list other areas of expertise or experience:

Work/Community Experience

Please list previous work experiences or community involvement

Name of Company/Organisation	Position Held Period of	Employment/Involvement

I declare that the information in this Mentor application is, to the best of my knowledge, correct.

Signed:

Date:...../...../.....

YES / NO (*optional circle*) I agree to allow the **mates** Mentoring Program to use any photographic image taken of me taken whilst participating in the mentoring program. These images may be used in promotions, on the WSMLLEN website or in other related marketing materials.

Signature

Date

mentor personal references

Please list the names, addresses, and phone numbers of two people you would like to use as character referees. Any information **mates** Mentoring Program gathers from these referees will be held as confidential and not released to you, the applicant.

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mobile: _____

Relationship: _____ How long known: _____

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mobile: _____

Relationship: _____ How long known: _____

Please note: *It will be the responsibility of the applicant to inform the referees listed above that they will be participating in this personal reference check and will be receiving contact from the **mates** Program Coordinator.*

mentor interest survey

Please complete all of the following. This survey will help **mates** Mentoring Program know more about you and your interests and help us find a good match for you.

1. What are the most convenient times for you to meet with your Mentee during school?

Please write the best time beside the following days, if a day doesn't suit write n/a

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____

Other: _____

2. Do you speak any languages other than English (circle)? YES NO

If yes, which languages? _____

3. What are some favourite things you like to do with other people?

4. What were your favourite subjects in school?

5. What are your favourite subjects/books to read about?

6. What is/was your job/career and how did you choose this field?

7. What is one goal you have set for the future?

8. If you could learn or try a new skill or interest what would it be (see list below if necessary)?

9. Is there somewhere you'd really like to go to one day? Or something you'd like to see?

10. Which person do you most admire and why?

11. Describe your ideal Saturday...

12. Please tick & add detail where relevant to all activities you are interested in:

- Biking_____
- Science_____
- Music_____
- Golf_____
- Cooking_____
- Camping_____
- Yabbying_____
- Library_____
- Boating_____
- Sports_____
- Movies_____
- Computers_____

- Photography_____
- Gardening_____
- Travelling_____
- Art/Painting_____
- Craft_____
- Animals/Pets_____
- Shopping_____
- Exercise_____
- Board games_____
- Fishing_____
- Swimming_____
- Internet_____

13. List any other hobbies or areas of interest:
