

Mentor Information pack



MATES Mentoring Program

WIMMERA
SOUTHERN
MALLEE
LLEN



mates
mentor assist target engage skills

Mentor Letter

Thank you for expressing interest to be a youth mentor in the MATES Mentoring Program which matches community volunteers with young people 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 once a fortnight for a year and take personal interest in their growth and development.

MATES - In-school Mentoring

Primary school children – mentors meet with their mentee on school grounds and during school hours.

Secondary school young people – mentors meet with their mentee on school grounds and during school hours. After three months, or at the school's discretion, 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.

MATES – Connecting the Service Puzzle

If your mentee is in school, the above conditions continue to apply. However, you may be matched with a young person who is not in school. Alternative venues have been identified and will be made available for mentor meetings for the first 3 months or until you are comfortable with meeting off-site.

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 endeavour to find a suitable mentee match on completion of screening process and training.

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

Kind regards,

MATES Mentoring Program

Wimmera Southern Mallee Local Learning Employment Network

(03) 5381 0122

mates@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 the mentor and mentee to grow and learn new things about themselves and each other. By supporting their mentee, the mentor can find personal fulfilment and satisfaction through helping a young person mature, progress and achieve goals. The mentor can also share the enjoyment of group events and recognition events with their mentee. Mentor training sessions are also a great opportunity for professional development.

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
- 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—A mentor should:

- Be 18 years of age or older
- Pass a Working with Children Check and National Police Check
- Sign and be willing to adhere to Code of Conduct
- Adhere to all school and MATES program policies and procedures
- Commit to the MATES program for one year
- Commit to spend a minimum of one hour per fortnight one-to-one with their mentee
- Complete the MATES Mentor Application including details of two personal referees
- Agree to attend required mentor training sessions
- Complete mentor interview with Program Coordinator
- Be willing to communicate regularly with program coordinator and submit monthly meeting and activity information where required.

**For more information, please contact: Wimmera Southern Mallee Local Learning Employment Network,
Phone (03) 5381 0122 or email mates@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 is MATES?

MATES is a youth mentoring program which was originally designed as a model which is easy and effective for all schools to implement at very little cost. MATES continues to match students (mentees) in school with a volunteer (mentor) from the local community. MATES has expanded to support the Connecting the Service Puzzle youth crime diversion initiative and provides MATES mentors for young people who are considered to be 'at-risk' and vulnerable. 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?

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 young people (mentees). Mentors must be over 18 years of age and meet eligibility criteria including being able to obtain a current Working with Children Check and Police Check if they don't already have them. Mentees must also meet eligibility criteria and are usually referred into the program by teachers, case workers and support units. 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 are required to commit to the program for one year and meet a minimum of one hour per fortnight.

Want to know more?

Please contact:

Wimmera Southern Mallee Local Learning Employment Network

Mallee Building, Federation University (Horsham Campus)

289 Baillie St, HORSHAM

03 5381 0122

mates@llen.com.au

Mentor application

Personal Details

Name: _____

Gender: Male Female Unspecified

Home address: _____

_____ Post code: _____

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: _____

Phone contact no: _____

_____ Postcode: _____

Work Experience

Please list previous work experiences

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

Community Involvement / Leadership 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/s

Do you have a current Working With Children's Check

Yes No

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

Signed: _____

Date: _____

Photo / Film / Voice permission

YES / NO (please circle) I agree to allow the MATES Mentoring Program to use any photographic image, film or voice recording taken of me whilst participating in the mentoring program for promotional purposes. These images may be used by the school or the Wimmera Southern Mallee Local Learning and Employment Network (WSMLLEN) to promote the MATES program through print, advertising, digital and social media.

Signed: _____ Date _____

Please send or scan and email completed applications to your local program coordinator or:
Wimmera Southern Mallee Local Learning Employment Network
Mallee Building, Federation University (Horsham Campus)
289 Baillie St, HORSHAM
53 810 122
mates@llen.com.au

Mentor personal referees

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 the MATES Mentoring Program coordinator 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?

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? 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 and add detail where relevant to all activities you are interested in:

- | | |
|--|---|
| <input type="checkbox"/> Biking _____ | <input type="checkbox"/> Photography _____ |
| <input type="checkbox"/> Science _____ | <input type="checkbox"/> Gardening _____ |
| <input type="checkbox"/> Music _____ | <input type="checkbox"/> Travelling _____ |
| <input type="checkbox"/> Golf _____ | <input type="checkbox"/> Art/Painting _____ |
| <input type="checkbox"/> Cooking _____ | <input type="checkbox"/> Craft _____ |
| <input type="checkbox"/> Camping _____ | <input type="checkbox"/> Animals/Pets _____ |
| <input type="checkbox"/> Yabbying _____ | <input type="checkbox"/> Shopping _____ |
| <input type="checkbox"/> Library _____ | <input type="checkbox"/> Exercise _____ |
| <input type="checkbox"/> Boating _____ | <input type="checkbox"/> Board games _____ |
| <input type="checkbox"/> Sports _____ | <input type="checkbox"/> Fishing _____ |
| <input type="checkbox"/> Movies _____ | <input type="checkbox"/> Swimming _____ |
| <input type="checkbox"/> Computers _____ | <input type="checkbox"/> Internet _____ |

13. List any other hobbies or areas of interest:
