



Mentor Expectations and Application

What is Bridge 2 Success

Bridge 2 Success is a free after-school mentoring program and Summer Camp for **at-risk students in grades 6-12**. Students meet at The Bridge of Lubbock on Tuesday from 4:30 - 7:30 pm and Thursday from 4:30-6. Of the students currently enrolled in Bridge 2 Success, 82.3% qualify for free or reduced lunches, 87% are minorities, and 67% live with a single parent, grandparents, or in a foster home. Because these students live in non-traditional households and at poverty level, they have learned to make do with very little in terms of material goods, adult supervision, and academic support. Their parents often work very hard for very little. Many of them lack the support needed to gain the education and employment that would allow them to adequately provide for their family. They all want their children to be successful in life, but often times, they do not know how to make that happen.

What is The R.O.K.?

The R.O.K. stands for Reaching Our Kids and is a free after school relationship building program for **at-risk students in grades 1-5**. Students meet at The Bridge of Lubbock on Tuesday and Thursday from 3:30-6:00 pm. As with the students in the Bridge 2 Success program, their parents often work very hard for very little. Many of them are looking for support in helping raise their children to reach their full potential. We know that according to Jeremiah 29:11 *God has a purpose for each one of His children*. We want to help them explore that purpose.

Program Goals

- ▶ Bridge 2 Success and The R.O.K. will mold students into future leaders through the development of their minds, bodies and souls.
- ▶ Bridge 2 Success and The R.O.K. will empower students to make better choices so they can become healthy, productive members of our community.
- ▶ Bridge 2 Success and The R.O.K. will give students tools to recognize opportunities that lead to success in the future.

Role of a Bridge 2 Success Mentor

The ultimate goal of Bridge 2 Success is to further the education of our students. Whether it is a two year college, technical school, four-year University, or the military, we must be the “**bridge**” for them to reach this goal. In order to do this, we must realize that each student has a different perspective on college or higher education. As a mentor, you assume the responsibility of providing each student with information, helping them develop skills necessary for future success and guiding them as they develop or strengthen their relationship with God.

Information includes, but is not limited to: basic information about each type of college (two year college, technical school, four-year University, or the military), application processes, scholarship processes, internships, degree plans, and realistic college timelines.

Skill development may include: decision making skills, confidence building, developing meaningful and trusting relationships, positive identity, values, commitment to learning, social mores, proper expectations of students at their age, goal setting, and constructive use of time.

Christianity: As a Christian organization, we believe that all things are possible with God. We believe that Jesus Christ made the ultimate sacrifice to save us from sin. It is our hope that our students will develop or strengthen their relationship with our Savior as they progress through Bridge 2 Success.

Role of a R.O.K. Volunteer

The ultimate goal of the R.O.K. is to build relationships with students as they develop and progress through their elementary years. In order to do this, we must realize that each of them is an individual with a God given purpose. As a R.O.K. volunteer, you assume the responsibility of providing safety and care to the children while at the R.O.K. A volunteer should exhibit the love and grace of Christ through your interaction with each student.

Skill development may include: decision making skills, confidence building, developing meaningful and trusting relationships, positive identity, values, commitment to learning, social mores, proper expectations of students at their age, goal setting, and constructive use of time.

Christianity: As a Christian organization, we believe that all things are possible with God. We believe that Jesus Christ made the ultimate sacrifice to save us from sin. It is our hope that our students will develop or strengthen their relationship with our Savior as they progress through the R.O.K.

B2S Mentor and R.O.K. Volunteer Goals

1. Facilitate activities as directed by the Program Director, Program Administrator and Bridge of Lubbock interns.
2. GET TO KNOW THE STUDENTS! Be aware that these relationships can take several weeks to form as the student begins to trust you. Consistent involvement in youth programs is crucial!!!
3. Use FORM if you are struggling to develop a relationship. Ask questions about Family, Organization (activities involved in at school, interests outside of school, etc.), Recreation and Money (identify values on money, how it is acquired etc.). Be willing to share personal information with the students.
4. Bridge 2 Success Mentors will create a tailored career plan with your student. This should include: identifying extra-curricular activities at school, summer jobs and/or internships, assistance with completing job applications, list of potential colleges, and assistance with completing college applications, identifying scholarship opportunities, assistance with completing scholarship applications, identifying an appropriate degree and identifying volunteer or community involvement opportunities to develop leadership skills.
5. Bridge 2 Success Mentors will help your student develop skills needed to successfully follow the plan that you created together.

Understand these goals cannot be done in one or two evenings. As a mentor/volunteer you are making a commitment to work with your student for at least one semester. The longer you commit the more likely the student is to remain committed to their career plan.

Tips for Communication

In order for there to be positive communication, there needs to be mutual respect between the mentor/volunteer and the student. Show respect by listening, *not being on your cell phone*, asking questions, relating to them, and ENGAGING in conversation. Sharing your own life stories or personal successes and failures can help to create a bond between you and your student and strengthen your credibility with him or her.

While we are not disciplinarians, as a Mentor/volunteer you must correct and redirect inappropriate or self destructive behavior. **NOTE: Seek out the assistance of the Director of Outreach as needed.**

Generally, explaining the value or relevance of an activity prior to beginning can help alleviate potential behavior problems like disruption during activities, not paying attention, acting out and simply not participating in an activity. **NOTE: if a student declines to participate in the devotional or any other bible lesson, you must remove them from the environment and create an alternate activity for them.**

When the students fully understand what is being asked of them and what kind of behavior is expected, the activities will be more successful. This means you as a mentor/volunteer need to be well versed in the activities prior. If the student still refuses to listen or participate, ask him or her if there is something that is bothering them. For every action there is a motivation behind it. It's your job to uncover it and address it as quickly as possible. It may be necessary to conduct this conversation away from the group, consider the hallway or another space. **NOTE: Seek out the assistance of the Director of Outreach as needed.**

Release of Liability

I hereby choose to volunteer for the Bridge of Lubbock, Inc. and/or Seasoned with Love catering The Bridge. I understand and accept that there is a risk of injury associated with my volunteer activities. I have read the description of my duties and agree to follow policies and procedures as outlined.

I hereby give permission to The Bridge of Lubbock, Inc. and/or Seasoned with Love catering by The Bridge to use my photographic likeness in all forms of media for advertising, trade, and any other lawful purposes.

I hereby waive all claims against The Bridge of Lubbock, Inc. and all employees, leaders, volunteers, and other staff of The Bridge of Lubbock, Inc. that may arise out of any injury or loss that I may incur in connection with my volunteer service.

I forever release and agree to take no legal action against The Bridge of Lubbock Inc. and/or Seasoned with Love catering by The Bridge and all employees, leaders, volunteers, and other staff of The Bridge of Lubbock Inc. and/or Seasoned with Love catering by The Bridge for any loss or injury that I may incur.

Confidentiality Agreement

All information about your student should be treated as confidential. Sharing that information with anyone other than the Director of Outreach is strictly prohibited.

- 1. If a student confides that he or she is the victim of sexual, emotional or physical abuse, you must notify the Program Director immediately. Proper documentation will be required and referral to an appropriate agency will be determined by the Director of Outreach.*
- 2. If a student tells you of his/her involvement in any illegal activity you must tell the Director of Outreach immediately. Proper documentation will be required and referral to an appropriate agency will be determined by the Director of Outreach.*

Mentor/Volunteer Agreement

As a volunteer mentor in the *Bridge 2 Success* Mentoring Program, I agree to

- Make a one-semester commitment to mentoring where I will attend at least 75% of scheduled activities for the duration of the calendar school year;
- Agree to a criminal background check;
- Respond to all communications sent by the Director of Outreach within 24 hours. Notify the Director of Outreach immediately:
 - ✓ *When I am running late for a scheduled event,*
 - ✓ *If I am unable to attend a scheduled event,*
 - ✓ *Of any significant change in my student's behavior or circumstances,*
 - ✓ *Of any changes in my employment, address, phone number or email,*
 - ✓ *Of any plans to meet with my student outside of youth programming.*
- Attend all training as scheduled;
- Complete all tasks as assigned by the Director of Outreach;
- Engage in the relationship with an open mind;
- Be completely available mentally during program hours;
- Strive to be a role model of expected behavior;
- Adhere to the confidentiality agreement;
- Update student files with progress updates at least monthly;
- Arrive on time for all scheduled events;
- Ask program support team members when I do not understand my role or having difficulty with my mentoring relationship(s).



Volunteer/Mentor Application

The Bridge of Lubbock, Inc. does not discriminate according to race, religion, physical handicap, sexual preference or economic status.

PERSONAL INFORMATION:

Full Legal Name: _____

Address: _____ City: _____ Zip: _____

Home Phone: () _____ Cell Phone: () _____

Email Address: _____

Social Security _____

How did you hear about Bridge 2 Success and/or ROK? _____

AVAILABILITY:

Bridge 2 Success:

_____ Tuesday 4:00 pm – 8:00 pm

_____ Thursday 4:00 pm – 6:30 pm

ROK:

_____ Tuesday 3:00 pm- 8:00 pm

_____ Thursday 3:00-6:30 pm

Time Conflicts?

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Phone: _____

EDUCATION:

High School: _____ City/State: _____

Dates Attended: _____ to _____ Graduated? _____ Yes _____ No

College/Trade School: _____ City/State: _____

Dates Attended: _____ to _____ Field of Study: _____

EMPLOYMENT:

Present Position: _____ Dates: _____ to _____

Employer: _____

Address: _____

Phone: () _____ - _____ Ext. _____

Name of Supervisor: _____

We may contact your employer as a reference. Is there any reason you would not want us to contact your employer?

REFERENCES: Please include two professional and/or personal references.

1. Name: _____ Relationship: _____

Phone: () _____

2. Name: _____ Relationship: _____

Phone: () _____

LEGAL HISTORY:

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ No ___ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

ARE THERE ANY PENDING CRIMINAL CHARGES AGAINST YOU? ___ No ___ Yes

If yes, explain nature of criminal charge(s). _____

Mentor/Volunteer PROFILE:

What are some values and beliefs that are of special importance to you?

How do you feel these relate to working with at-risk youth?

What type of activity/discussion do you feel comfortable leading or organizing?

Please list any special training or skills (include CPR/First Aid and any other certifications, licenses, etc.)

Please list language skills. _____

Please list any professional memberships, community organization affiliations, etc.

Have you had any experience working with youth (volunteer, paid, etc.)? YES NO

If yes, please describe. _____

Bridge 2 Success teaches life-skills with a foundation in Christianity. Please share your thoughts on the importance of Christianity in your life?

As a Mentor you will be encouraged to attend Field Trips and given ample notice. What days are inconvenient for you to attend Field Trips?

I hereby request to be considered as a volunteer Mentor in *Bridge 2 Success* and/or *ROK* and commit to attend at least 75% of scheduled activities for the duration the current school year.

I understand and authorize The Bridge of Lubbock to conduct a background investigation and agree to donate \$6.00 to offset any expense incurred for this process.

I understand that The Bridge of Lubbock will interview me about my background, motivation, expectations and other personal qualities which might have a bearing on my appropriateness for this program.

I understand that the Bridge of Lubbock will review references and will investigate any and all facts concerning my qualifications for becoming a volunteer.

I certify that all of the information provided by me in this application is complete, true and accurate. I acknowledge that intentional falsification of information will be cause for refusal of placement or immediate dismissal at any time during the period of my placement.

I understand the best interests of the youth must be the first consideration. Further, I understand (1) I am not obligated, if called upon, to perform the volunteer services applied for, and (2) the agency is not obligated to assign, or to actively seek to assign me to a volunteer position.

I understand that the statements I make to the staff of the agency will be held confidential within the agency, unless disclosure is required by the law. Specifically, I understand that incidents of child abuse or molestation, past or present, or threat of harm to oneself or others are issues that must be reported to the proper authorities.

I understand that certain information about me will be discussed with the parent/guardian of the child with whom I may be assigned. In addition, I understand that if there is information about me that I do not want repeated, I must discuss this with the Bridge of Lubbock staff.

I agree to keep information discussed with me regarding students confidential. I will not discuss this information with any person other than the assigned professional staff of the Bridge of Lubbock.

I understand that my application will not be considered unless it is complete and signed, and until the required supplemental information is submitted and completed.

I have read and agree to all the conditions of the *Release of Liability, Confidentiality Agreement*, and *Mentor/Volunteer Agreement*. I understand that my failure to abide by the aforementioned standards will result in my removal from the program.

This application and any additional information gathered will remain the property of *The Bridge of Lubbock, Inc.*

Signature: _____ Date: _____

Printed Name of Applicant: _____

Office Use Only

Employer Reference: _____

Personal Reference(s): _____

Comments:

Approved by: _____ Date: _____