



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Reach & Rise® Volunteer Job Description

**Objective:** The Reach & Rise mentoring program trains adult volunteers to provide mentoring services to young people ages 6-17 for one year. We aim to help youth develop tools to cope with issues such as low self-esteem, family and peer conflicts, problems at school, and to improve their decision-making skills.

### **Time Commitment:**

- 15+ hours of training
- 1-3 hours each week with child (flexible - scheduled by mentor and child)
- Optional Mentor Support Meetings
- Monthly phone check-in with Program Director

**Reports To:** Reach & Rise Program Director

**Principal Activities:** Developing supportive, consistent mentoring relationship with a child through recreational play and paraprofessional therapeutic techniques. Help children explore and cope with social and/or family struggles.

### **Position Requirements:**

- Must be at least 23 years old
- Desire to work with youth and have interest in counseling/mentoring
- No prior felony convictions
- Must submit to fingerprint screening for security purposes
- Proof of auto insurance, copy of current driving record, and NO DUIs (if you plan to drive with mentee)
- One-year commitment to meet one time a week for 1-3 hours (on average)

### **Training and Support:**

Mentors attend a 15 hours of training over the course of approximately 4-5 weeks to prepare mentors for the mentoring relationship such as information about the program, expectations, basic therapeutic concepts, relationship building, understand risk factors/mental health issues, how to handle safety issues, etc. If accepted into the program, mentors are then matched with a child. Optional monthly mentor support meetings with your fellow mentors facilitated by Program Director are also available.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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## Reach & Rise® Mentor Application

Thank you for your interest in becoming a mentor with the Reach & Rise mentoring program. It is a great way to make a difference in a young person's life. This application is designed to provide information to help us match you with the most appropriate child and your answers will be kept confidential. **For security & safety purposes, all mentor applicants will need to have fingerprints or background checks completed and cleared before being matched with a youth.** If you have any questions, please contact the Program Director.

**Please mail, fax, or email your completed application and a copy of your driver's license and current auto insurance to:**

Program Director Stephanie Shaw  
[Sshaw@burbankymca.org](mailto:Sshaw@burbankymca.org)  
818-845-8551 ext. 284

### **Mentor Information:**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_  
Gender: \_\_\_\_\_ Personal Gender Pronoun (e.g. Him, Her, Their, etc.): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Email: \_\_\_\_\_  
Best Way to be Contacted:  Home #  Cell #  Work #  Text  Email  
Best Times to be Contacted: \_\_\_\_\_  
Occupation: \_\_\_\_\_ How'd You Hear About Us? \_\_\_\_\_

### **Please Answer the Following Questions:**

Do you have any felony convictions or misdemeanors?  YES  NO. If Yes: \_\_\_\_\_  
\_\_\_\_\_  
Have you ever abused or molested a child?  YES  NO  
Do you have a clean driving record?  YES  NO If no, explain: \_\_\_\_\_  
If you have a car, can you provide proof of liability car insurance?  YES  NO  
Why do you want to become a Mentor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Would you be a positive role model to a child? What qualities do you have that will help mentor a child? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Why do you think children "act out" or get in trouble? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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Do you have any experience working with, volunteering, or spending time with youth? If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Please describe any **other** volunteer experiences you have: \_\_\_\_\_

\_\_\_\_\_

Do you have any academic pursuits/experience that is related to working with youth? If yes, explain: \_\_\_\_\_

Who was a mentor for you as a child? What qualities did they have that helped you? \_\_\_\_\_

\_\_\_\_\_

Please describe your relationships with your family (e.g. parent(s)/guardian(s), siblings, etc.) both **past & present**. Include how you were disciplined as a youth and by whom. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your relationship with a best friend and/or significant other? \_\_\_\_\_

\_\_\_\_\_

Please describe past and current patterns of drug and alcohol use: \_\_\_\_\_

\_\_\_\_\_

What are some of your interests & hobbies (things you would like to do with your mentee)? \_\_\_\_\_

\_\_\_\_\_

Do you have a preference as to the age, race/ethnicity, gender, sexual orientation, special needs, religious beliefs, political affiliation, socioeconomic background, or geographic location of the youth you'd work with? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**References:**

The YMCA checks references for all volunteers and the **Reach & Rise®** Mentoring Program requires 2 Personal References & 2 Professional References. The following information is required of all applicants.

**PERSONAL REFERENCES**

NAME	PHONE	E-MAIL	RELATIONSHIP TO YOU?	HOW LONG HAVE YOU KNOWN THIS PERSON?

**PROFESSIONAL REFERENCES**

NAME	PHONE	E-MAIL	RELATIONSHIP TO YOU?	HOW LONG HAVE YOU KNOWN THIS PERSON?

**You just finished the first step toward applying to be a mentor & we look forward to getting to know you!  
Your application will be reviewed by the Program Director and you will be contacted regarding an interview, training group dates, & additional steps needed to complete the application process. YMCA reserves the right to terminate a volunteer applicant or volunteer at any time if needed.**

\_\_\_\_\_  
**Mentor Applicant Signature**

\_\_\_\_\_  
**Date**

**PRIVILEGE AND CONFIDENTIALITY NOTICE:** Please note that the information contained on this document is protected and confidential. This document is intended for use by an authorized employee or agent of the YMCA. Any dissemination, distribution or copying of this document is strictly prohibited. If you have received this document in error, please notify the sender or intended receipt immediately.



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## Reach & Rise® National Code of Conduct

*The following policies are intended to assist staff and mentors in making decisions about interactions with youth. For clarification of any guideline or to inquire about behaviors not addressed here, contact your Executive Director or Supervisor.*

Please note that this National Code of Conduct for Reach & Rise™ mentoring program may include certain exceptions to your Association's Code of Conduct or abuse prevention policies. Please note any differences and attach or add them to this document if needed.

### **For example:**

*Being alone with a single child - At no time should YMCA staff or volunteers be in a situation where they are alone with a single child. The YMCA will make every attempt to design and structure its programs to eliminate the potential for a staff member or volunteer to be in a one-on-one situation.*

*Special Standards—the following YMCA programs vary from this policy because of unique program design and special standards for supervision have been developed and are detailed in their staff manual.*

- *Mentoring Program*

Reach & Rise provides the highest quality services available to our youth. Our commitment is to create an environment for youth that is safe, nurturing, empowering, and which promotes growth and success for the youth who participate in our program. Any type of abuse will not be tolerated and will result in immediate dismissal from the program. Our program will fully cooperate with authorities if allegations of abuse are made and investigated.

The Code of Conduct outlines specific expectations of staff and mentors as we strive to accomplish our mission together.

1. Youth will be treated with respect at all times.
2. Youth will be treated fairly regardless of race, sex, age, or religion.
3. Staff and mentors will not swear or tell off-color jokes.
4. Staff and mentors are prohibited from babysitting, or having contact with youth outside of the regularly scheduled mentorship meetings and activities.
5. Staff and mentors will not discuss their sexual encounters with or around youth or in any way involve youth in their personal problems or issues.
6. Staff and mentors will not date or become romantically involved with youth.
7. Staff and mentors will not use or be under the influence of alcohol or illegal drugs in the presence of youth.
8. Staff and mentors will not have sexually oriented materials, including printed or internet pornography, in the presence of youth and will not have inappropriate information on their public profiles.
9. Staff and mentors will not ask youth to keep any secrets.
10. Staff and mentors will dress conservatively in the appropriate clothing and avoid wearing provocative and revealing attire including midribs, tank tops, halter tops, short shorts, or short skirts.
11. Staff and mentors will not stare at or comment on the youths' bodies
12. Staff and Mentors will not take mentees to their homes or spend time with them in the mentee's home alone (without parent/guardians there).
13. Staff and mentors will adhere to uniform standards of affection as outlined as follows:



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**Physical Contact**

Our program has implemented a physical contact policy that will promote a positive, nurturing environment while protecting youth and mentors from misunderstandings. The following guidelines are to be carefully followed by all mentors working with youth:

<b><i>Appropriate Physical Interactions</i></b>	<b><i>Inappropriate Physical Interactions</i></b>
Side hugs Shoulder-to-shoulder or "temple" hugs Pats on the shoulder or back Handshakes "High-fives" and hand slapping Verbal praise Touching hands, shoulders, and arms Arms around shoulders Holding hands (with smaller children in escorting situations)	Full frontal hugs Kisses Touching bottom, chest or genital areas Showing affection in isolated areas Touching knees or legs Wrestling Piggyback rides Tickling Allowing a child to cling to a mentor's leg Any type of massage given by or to a youth Any form of affection that is unwanted by youth Compliments that relate to physique or body development

1. Staff and mentors will avoid affection with youth that cannot be observed by others.
2. Staff and mentors will not engage in inappropriate electronic communication with youth.
3. Staff and mentors are encouraged to meet with youth in a public setting that is easily visible to others.
4. Staff and mentors shall not abuse youth in any way including the following:
  - Physical abuse: hitting, spanking, slapping, unnecessary restraints.
  - Verbal abuse: degrade, threaten, cursing.
  - Sexual Abuse: inappropriate touch, exposing oneself, sexually oriented conversations.
  - Mental abuse: shaming, humiliation, cruelty.
  - Neglect: withholding food, water, shelter.
5. Youth are prohibited from engaging in the following:
  - Hazing
  - Bullying
  - Derogatory name-calling.
  - Games of truth or dare.
  - Ridicule or humiliation.
6. Staff and mentors will report concerns or complaints about other staff and mentors, other adults, or youth to their supervisor or coordinator.
7. Staff and mentors who work in the program may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.
8. Staff and mentors agree to cooperate fully with any investigation of suspected child abuse and failure to do so may be grounds for termination.

\_\_\_\_\_  
 Mentor Signature

\_\_\_\_\_  
 Date