

2019-2020 Volunteer Job Descriptions

Refine Mentor

Position Overview

Build an established one-on-one mentor relationship with a SBS mom providing individual support and discipleship.

Key Responsibilities

- Meet with mentee one hour per week developing a non-judgmental relationship encouraging the mentee toward healing, faith, and education.
- Responsible for using the Mentor Manual and adhering to the curriculum therein.
- Assist SBS Program Staff with follow up with mentee about Dare to Dream Goal and established plan.
- Participate in SBS Mentor/Mentee group events.
- Build relationships with SBS moms outside of regular meetings. Outside communication should include:
 - A minimum of one touch (call, text, and/or social media) to mentee per week.
 - Send cards at Christmas and birthdays. Cards provided by SBS.
 - Encourage spiritual growth of mentee by seeking opportunities to incorporate Biblical truths into meetings and being comfortable addressing Biblical questions and praying with mentee.
- Maintain regular communication with the Program Director regarding mentee relationship including:
 - Weekly report summarizing the development of the relationship, concerns with the mom, any additional support needed via the online leader communication log.
 - Any concerns regarding the safety of the mom or her children must be immediately reported.

Training & Support

- Refine Mentors are expected to complete approximately 5-8 hours of online training provided by SBS with associated assessments prior to Fortify Leader's Training.
- Attend all-day Fortify Leader's Training on September 7.
- Attend Leader's Retreat for further training and fellowship with other leaders. This will be a one night stay starting in the late morning on Saturday, October 19 through Sunday morning/afternoon, October 20.
- Attend 2 hour monthly Fortify Leader meetings for debrief, ongoing training, and fellowship with other leaders.
- Leaders will be supported by the Program Director and Program Administrator as needed.

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Commitment

- Commitment is for 1 full calendar year (variable based on date matched with mentee) including Leader's Retreat in October. Attendance of the Mom's Retreat in April is optional.
- 4 hours per month in one on one meetings with mentee, 1 hour per week.
- 2 hours per month quarter in leader training. Allowed 1 absence for the year.
- Attendance of Revive program nights is optional but encouraged to attend 1-2 throughout the year.

Qualifications/Skills

- Strong communication skills
- Ability to build individual relationships while maintaining healthy boundaries
- Committed to personal spiritual growth by participating in the following:
 - Active participation in community with other believers
 - Consistent Bible reading
 - Prayer and spending time alone with God
- Commit to maintaining a godly lifestyle including abstinence outside of marriage.
- Maintain appropriate social media presence refraining from lewd or inappropriate content.
- Adhere to the SBS Statement of Faith
- Be able to provide non-judgmental support to SBS moms coming from different faiths, beliefs, or lifestyles.
- Have valid auto insurance, driver's license, and reliable transportation. Able to provide transportation to SBS mom and children for meetings.
- Provide 2 personal references including 1 spiritual influence.
- Background check required for all adults (18 years of age and older) in the home.