



## **Workforce180 Mentor Job Description**

- I. A 1-year assignment to be a leader for a cohort of Workforce180 participants, with the option to re-sign up for a second year with the cohort. Be open to remaining connected beyond completion of cohort and into employment.
- II. Establish roles between co-mentors for a cohort. For example, who sets up meetings, who is the first point of contact for the students, etc. Recognize it will evolve, but always checking this.
- III. Lead monthly get-togethers with cohort participants (5-8 students), via video or in-person meeting. Keep monthly meetings to 30-60 minutes. (Contact Gloria Spinks, United Way Office Administrator for help with either Zoom or meeting facilities.)
- IV. Schedule your first Cohort Meeting (following receipt of Introductory Email from United Way) to occur within 2 weeks of start of semester, and then every month after. Set a regular schedule either in advance or at conclusion of each meeting.
- V. At the monthly meetings, the goal is to get the students to open up about how school and life is going for them, identify any problems or concerns, and celebrate wins. Utilize Check Sheet to cover these themes:
  - School engagement/performance, tutoring needs (HCC Success Coach)
  - Time management issues
  - Work issues (hours, supervisor)
  - Personal issues, well-being
  - Topic related issues: Soft skills/communications, how to be a good employee, interview skills, advocating skills; resume writing.
  - Support needs: money/financial concerns of participant, lack of engagement from participant, additional resources needed or new concerns.



- VI. Keep the meetings conversational, informal, and upbeat and empowering. Open-ended questions are best:
- What's going on?
  - How's it going?
  - Probe on classes, work, families.
  - Ask progress -related questions.
  - Probe on any decisions looming, coming up.
  - Ask where a participant is (who is not present)
- VII. Make yourself available to cohort students via text/group text, phone or email throughout the month. This time commitment can vary: it might range from zero to one hour/week.
- VIII. Take creative license with the meetings. For example, maybe you want to have a guest speaker, or introduce a journaling exercise. Bring your wisdom to this opportunity, and be empowered to run the meetings in a way that fits your style and talents, and fits the group. Out of box ideas are welcomed (please share!), additional costs not a barrier (within reason!) For support on meeting ideas, contact Kathleen Lorenz, United Way.
- IX. Resources / Lifelines for Mentors:
- School: Heartland Success Coach at the monthly meetings; they are an immediate resource in the meetings for problems/questions about school.
  - Resource: United Way Staff – Regular check-ins, contact as needed. Quarterly meetings/email support.
    - Kathleen Lorenz – [klorenz@uwaymc.org](mailto:klorenz@uwaymc.org) or call/text 309-531-1884
    - Gloria Spinks – [gspinks@uwaymc.org](mailto:gspinks@uwaymc.org) or call UW office 309-828-7383
  - Financial Literacy/Life Skills: Mid Central Community Action employment/financial coaching.
  - Crisis: 211-PATH
- X. **You Know A Lot** about what it takes to be a mentor! You got this!