



Volunteer  
Information  
Packet



# KIDS HOPE USA

## Position Description

### MENTOR

#### SPECIFIC TASKS AND AREAS OF RESPONSIBILITY:

The KIDS HOPE USA Mentor will provide one-to-one mentoring and affirmation for one Child from Grades K-5 at \_\_\_\_\_ School. The Mentor will often use materials provided by the Teacher to help the Child achieve a specific objective. After each mentoring session, the Mentor is required to complete a Daily Progress Report summarizing the mentoring session.

#### DESIRED RESULTS:

- The Child will. . .
  - Exhibit improved self-esteem; and
  - Improved academic skills.
- The Mentor will derive the satisfaction of knowing and seeing that he/she is making a difference in the life of a Child.

#### THE MENTOR WILL HAVE DONE A GOOD JOB WHEN:

1. The Child will make significant progress in achieving the specific objective.
2. He/she feels that his/her involvement truly makes a difference.
3. He/she feels that he/she is modeling Christ's love.

#### HOURS:

A minimum of one hour each week with one Child.

#### QUALIFICATIONS:

A KIDS HOPE USA Mentor must:

- |   |                                  |
|---|----------------------------------|
| • Love children and be sensitive to their needs | • Know your Child's name         |
| • Be ready to listen to a Child.                | • Be there only for your Child   |
| • Have his/her own transportation               | • Be faithful—one hour, one year |
| • Maintain a confidential relationship          | • Believe in your Child          |
| • Be a member/regular attender of the Church    | • Be at least 16 years of age    |

#### TRAINING PROVIDED:

KIDS HOPE USA Mentors will be fully trained to develop a successful mentoring relationship with a Child. Equally important, the KIDS HOPE USA Director will always be available to advise and assist all Mentors.

#### RESPONSIBLE TO:

Each KIDS HOPE USA Mentor will be under the supervision of and reports to the KIDS HOPE USA Director at the Church. The Mentor also agrees to cooperate with the Student's Teacher.



# KIDS HOPE USA

## Position Description

### SUBSTITUTE MENTOR

#### WHAT DO YOU WANT ME TO DO?

Provide continued one-to-one mentoring and affirmation for a Child presently involved in KIDS HOPE USA when his/her regular Mentor is unavailable.

A KIDS HOPE USA Substitute Mentor/friend provides a critical link in maintaining a relationship that is being formed with the Child. Your primary role will be to affirm the Child. Your presence when the regular Mentor is absent clearly says to the Child, "Yes, we are committed to you."

#### HOW OFTEN DO YOU NEED ME?

Substitutes are used on an as-needed basis. On occasion a volunteer knows in advance the dates they may be unavailable and a Substitute can plan ahead. It is best to give the Director a list of times and days that you could be called.

#### HOW LONG WILL THIS JOB LAST?

We are asking you for a one-year commitment.

#### WHO IS MY SUPERVISOR?

Each KIDS HOPE USA Substitute Mentor will be under the guidance of a Teacher at the school and report to the KIDS HOPE USA Director at the Church.

#### WILL I BE TRAINED?

Yes, you will be fully trained to develop a successful relationship with a Child. The KIDS HOPE USA Director will always be available to advise and assist you.

#### WHAT ARE THE QUALIFICATIONS FOR THIS JOB?

Member or regular attender of this Church in good standing with a love for kids. Must have transportation and be able to read.



# KIDS HOPE USA

## Position Description

### PRAYER PARTNER

#### WHAT DO YOU WANT ME TO DO?

1. Make a commitment to faithfully pray for a KIDS HOPE USA Mentor and the KIDS HOPE USA Child he/she is assigned.
2. Contact the KIDS HOPE USA Mentor on a regular basis to get a progress report on:
  - a. Mentor/Child relationship
  - b. Child's strengths and weaknesses
  - c. Any other prayer needs including joys and concerns.

#### HOW OFTEN DO YOU NEED ME?

Daily -- Prayer is the foundation for all we do through KIDS HOPE USA. Your willingness to keep Mentor and Child supported through your prayers is critical for the success of KIDS HOPE USA.

#### HOW LONG WILL THIS JOB LAST?

Your initial commitment is one year. Our hope is that you would be willing to follow this Child through elementary school with your prayers. You may well be the only person praying for this Child.

#### WHO IS MY SUPERVISOR?

KIDS HOPE USA Director / Prayer Coordinator

#### WILL THIS JOB COST ME ANYTHING?

Yes. Time—as much as you wish to spend in prayer for this ministry.

#### WHAT ARE THE QUALIFICATIONS FOR THIS JOB?

Love for children and the belief that prayer changes things.



# KIDS HOPE USA

## Volunteer Application

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Middle Initial

Cell Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

E-mail Address \_\_\_\_\_

List all other names by which you have ever been known. \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DL# \_\_\_\_\_

Length of membership/attendance at Church \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name Relationship Phone

Please indicate for what role you would like to volunteer:

- \_\_\_\_\_ Regular Mentor (If so, please identify who you will ask to be your Prayer Partner): \_\_\_\_\_  
\_\_\_\_\_ Substitute Mentor  
\_\_\_\_\_ Prayer Partner  
\_\_\_\_\_ Occasional Special Projects

Please indicate the days and times you are available to give one hour:

Monday a.m.	Tuesday a.m.	Wednesday a.m.	Thursday a.m.	Friday a.m.
p.m.	p.m.	p.m.	p.m.	p.m.

Please list previous volunteer activities:

\_\_\_\_\_  
\_\_\_\_\_

### Volunteer Pledge

If I am assigned as a school volunteer, I accept the responsibility to serve in support of the educational program and supplement the work of the professional staff, under their guidance. I understand that it is important to be reliable, channel suggestions constructively, keep information confidential, and comply with school rules. As a member or regular attender of this Church, I agree to be accountable to the leadership of this Church regarding my Christian life and witness according to the biblical witness of this Church and in all aspects of conduct and performance related to this volunteer position.

I understand that a very positive benefit, when working with students, is the relationship developed between the volunteer and student. I take seriously the relationship that will be formed. I agree to a criminal history check (national and/or state level). My signature on this form authorizes you to make such checks and to disclose results to both Church and School personnel as part of the KIDS HOPE USA program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant