

# Mentor Contract

## Epworth Children's Home

### Mentor Copy –

- **Clearance to be a Volunteer Mentor**

- Mentoring is a unique and demanding role that by its nature involves additional requirements. Potential mentors must meet the requirements stated in the Volunteer Guidelines and Requirements for all volunteers plus the following:

- ❖ **Mentor Application Process**

- Recruitment will occur the same way for mentors as for other Epworth volunteers. Potential mentors can attend a quarterly CARE Volunteer Information Session or schedule a one-on-one CARE Volunteer Information Session with the Volunteer Coordinator to begin the application process. Potential mentors will also need to attend Epworth's Boundaries and Guidelines Training.
- Mentors will need to complete the following paperwork/interviews in order to be considered as a mentor: General CARE Volunteer application, Criminal background check, DSS background check, SC Sex Offender Registry, TB test, Preliminary Interview with Volunteer Coordinator, Initial Interview with cottage Case Manager, and Matching Interview with Case Manager.
- The decision of Epworth staff is always final in regard to mentor qualification and matching.
- Mentors must be at least 21 years of age, and 10 years older than the mentee.
- No staff members or staff family member can serve as mentors. Former staff and former staff family members must wait one year following departure from Epworth employment to be considered for a volunteer role on campus. Guardians and family members of current residents cannot serve as volunteers. Epworth has the right to terminate the volunteer relationship at any time.

- ❖ **Match Process:**

- Mentors will be required to complete a series of "matching" interviews so that Epworth staff may determine the best possible fit.
- The cottage Case Manager determines which children are eligible for mentoring. The final match will be made by the cottage Case Manager.
- Following initial assignment, the mentor/mentee relationship will be monitored for two months of on-campus contact before off campus activities are permitted.
- Mentors will maintain a one-to-one relationship with their mentee during their mentee's stay at Epworth regardless of cottage changes.
- Mentor/mentee relationship is exclusive and does not extend to mentor's family members or friends.
- Mentor cannot switch to a new mentee after one year commitment is over. Mentor can potentially be matched with a new mentee if current mentee is discharged from Epworth.

- ❖ **Supervision:**

- Mentors will be supervised by the respective cottage Case Manager.
- Mentors must contact the Cottage Coordinator or Case Manager two days prior to schedule a visit with their child.
- Mentor will need to sign in at the cottage with intended destination information and time in/out for each visit. After each visit, the mentor needs to send a brief report to the Volunteer Coordinator via email.
- The cottage staff must be informed by the mentor if a cancellation is necessary. No shows are unacceptable and may disqualify the mentor.
- Following the 2-month provisional period, mentors may be approved by Epworth to transport their mentee after furnishing proof of car insurance, a valid SC driver's license, and a 10-year DMV driving record.

- Off-campus activities must have prior approval of Epworth staff and are never to involve a visit to the mentor's home: activities must occur in the public domain.
- If you have any medical, clinical, or safety concerns about your mentee please notify the Case Manager or Cottage Coordinator immediately. Please do not administer over-the-counter medication without consultation from a Case Manager or Cottage Coordinator. If you are unable to reach the Case Manager or Cottage Coordinator, please call the Volunteer Coordinator.
- Mentors may not consume alcohol, smoke, or use drugs before or during their visit with their mentee.

❖ **Mentor/Mentee Relationship:**

- Mentoring requires a minimum one (1) year commitment and at least 4 contact hours monthly.
  - **Please be mindful of any potential life changes before this contract is signed. Termination of a mentor/mentee relationship can be emotionally harmful for a child. Conversations regarding the termination of a relationship on the part of the mentor must be done in consultation with the Volunteer Coordinator and Director of Development prior to speaking with direct staff or mentee.**
- Mentors can call their mentee at the cottage but will need to check with the cottage about the best times to call.
- The following types of activities are appropriate examples for our children: the zoo, dinner at the dining hall, the park, attending school sports, Epworth basketball games, hiking, bike rides, etc.
- No home visits of any kind are permitted, no private events, no high risk activities such as ATV riding, horseback, bungee jumping, fire arms or weapons of any kind. Swimming can be possible but will need advance permission.
- Mentors need to schedule activities within the greater Columbia area but exceptions can be considered.
- Mentors cannot take mentees out of state.
- Each cottage has a cottage determined curfew. The mentor must abide by this curfew.
- Epworth spiritual activities, medical appointments, therapy appointments, educational requirements, and family visitation must take precedence over all visits.
- The mentor will need to be accessible at all times. The cottage will need a copy of their contact information.
- Mentors cannot be both a Cottage Partner and a mentor. Mentors are allowed to visit the public areas of campus. If a mentor notices an issue with a child, they can contact the cottage Case Manager or Cottage Coordinator.

❖ **Evaluation:**

- The Volunteer Coordinator will evaluate the mentor at three months and one year. Evaluation is a state requirement.
- Mentors shall contact the Volunteer Coordinator after each visit for documentation.

❖ **Boundary Requirements:**

- If Epworth has concern or a boundary is crossed, we reserve the right to terminate the volunteer mentor's relationship at any time. Volunteering at Epworth is a privilege.
- Volunteers cannot have any contact with the child's family or guardian, except at the request of Epworth's Senior Level Administration. Breaching this boundary will terminate the mentor/mentee relationship.

I have read and understand Epworth Children's Home's Mentor Guidelines and Requirements. I understand that if I violate these policies my service with the children may be terminated immediately by the leadership of Epworth Children's Home.

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

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