



Restoration Life Project
LOVE RESTORES

Requirements and Duties of Mentoring Program Intern

Requirements:

- 1. Must be at least 18 years old.**
- 2. Must be willing to have a background check conducted and must pass the background check.**
- 3. Must understand that this is an unpaid internship that requires the minimum of a six-month commitment, but this commitment could be extended for up to two years. A less than six-month commitment will result in a less than favorable reference unless there are verifiable extenuating circumstances.**
- 4. Must either be enrolled in a community, junior college, university, vocational/trade program OR must be working in a paid position for at least 15-20 hours a week.**
- 5. Must have basic computer skills including ability to type at least 20 words per minute and ability to use Microsoft Word, PowerPoint, and Excel, and Google Docs, Slides, Sheets, and Forms, and Zoom**
- 6. Must have strong verbal and written communication skills for calling, emailing, and texting.**
- 7. Must be available 12-15 hours per week.**
- 8. Must be willing to take required training.**
- 9. It is preferred, but not required that the mentor has an educational background in psychology, social work, sociology, communication, or other related discipline.**
- 10. Must be able to maintain a professional persona at all times while “working” and must be willing to dress professionally for certain RLP events if required (most events are casual and only require the RLP volunteer T-shirt and jeans or other suitable attire).**

Duties:

- 1. Must be willing to receive, answer and return calls from mentors and prospective mentors during scheduled intern hours.**
- 2. Must be willing to assist prospective mentors, mentors, mentees, prospective mentees (or parents of mentees or prospective mentees) to complete required applications and other forms.**
- 3. Must be willing to keep written records /files of telephone calls, emails and texts received from mentors, prospective mentors, mentees, and prospective mentees (or parents of mentees and prospective mentees).**
- 4. Unless an emergency situation occurs, the intern must alert a RLP Board member if he or she will not be available during his or her scheduled time to “work” within 48 hours of the time that the intern expects to be unavailable.**
- 5. Must be willing to attend certain RLP events related to the mentoring programs in lieu of the regularly scheduled hours such as mentor/mentee gatherings and the RLP biennial conference (scheduled in January) in order to assist with these events.**