



## Reach & Rise

### Frequently Asked Questions

This is for you to keep, you do not need to submit it with your application.

#### **WHY WAS THE MENTORING PROGRAM CREATED?**

- Reach & Rise mentoring program was established to serve the needs of young people not being met by existing mental health services.
- To offer over-stressed families a resource to help meet their children's needs.
- To provide youth with positive, growth-inducing relationships with adults through mentoring.
- To make a difference in a child's life.

#### **WHAT TYPE OF YOUTH DOES THE PROGRAM SERVE?**

- Youth ages 6-17.
- Young people experiencing challenges with low self-esteem, poor academic progress, peer difficulties, family conflict and/or poor decision making, for example.
- Youth from a wide range of ethnic diversity and socio-economic backgrounds.
- Youth encompassing a variety of family backgrounds: intact families, single-parent families, blended families, foster homes, and/or grandparent or other relative-headed families.

#### **HOW ARE YOUNG PEOPLE REFERRED TO THE PROGRAM?**

- From school counselors, teachers and principals.
- From community agencies such as social welfare and counseling agencies.
- From YMCA Programs
- From the YMCA community, friends, family, and/or self-referrals.
- All referrals to Reach & Rise go through an application process and an initial telephone and/or face-to-face screening with the Program Director. This process helps determine whether or not each child is appropriate for the program. Those children assessed to have mental health problems not appropriate for our program will be referred elsewhere. The types of issues not likely to be handled by our mentors include: acute depression, homicidal or suicidal behavior, drug/alcohol dependence, and violent behavior.

#### **WHO ARE THE MENTORS?**

- Volunteers from the local community who wish to make a positive impact on young people.
- Adults ages 23+
- Adults from varied cultural, educational and professional backgrounds.
- Mentors are often recruited within the YMCA membership, community agencies, local corporations and universities.

## **WHAT IS EXPECTED OF MENTORS?**

- Mentors fill out a volunteer application and speak with the Program Director for an initial screening.
- Mentors commit to spending 1-3 hours once a week with a youth for one year.
- Mentors will complete 15+ hours of paraprofessional counseling training before being assigned to a young person (usually over the course of 4-5 weeks).
- Mentors will need to a fingerprint security screening and reference checked before being matched.
- Mentors must have a clean driving record if they plan to drive their mentee.
- Mentors must have valid auto liability insurance and driver's license.

## **HOW ARE MENTORS SUPPORTED ONCE THEY'VE COMPLETED THE TRAINING AND HAVE BEEN "MATCHED" WITH A YOUTH?**

- Reach & Rise is committed to on-going training and support for all volunteer mentors, and the Program Director is actively involved in goal-setting and on-going planning with all mentors for their mentees.
- Mentors are invited and encouraged to attend ongoing mentor support group meetings, which are led by the Program Director. This continuing support is considered vital because it provides structure for the mentors as well as on-going training and development of mentoring skills. Individual telephone support is provided on a monthly or as needed basis. The Program Director can serve as a liaison between the mentor and the mentee's family to work through any issues that may arise in the mentoring relationship.

## Reach & Rise

### Should I Become a Mentor?

These questions are things to consider and help you decide if being a mentor is right for you.

This form is for you to keep, you do not need to submit it with your application.

- Do you genuinely like children?
- Do you like child-centered or adolescent-type activities?
- Are you flexible? Can you tolerate disappointments?
- Do you get frustrated easily? Can you be patient when things are unpredictable?
- Can you be non-judgmental? Do you believe there is a right or wrong way to do most things?
- Can you be friends with a child and his/her family who are different from you socially?
- Are you dependable? Can you be counted on to do what you've said you will do?
- Do you have friends who meet your own adult social needs? Or are you hoping a child will be a companion for you?
- Do you have a sense of humor?
- Is becoming a Mentor something you've given some thought to about how it will impact your life over the next year & discussed it with others?

## **Reach & Rise Volunteer Job Description**

**Objective:** The Reach & Rise mentoring program trains adult volunteers to provide mentoring services to young people ages 6-17 for one year. We aim to help youth develop tools to cope with issues such as low self-esteem, family and peer conflicts, problems at school, and to improve their decision-making skills.

**Time Commitment:**

- 15+ hours of training
- 1-3 hours each week with child (flexible - scheduled by mentor and child)
- Optional Mentor Support Meetings
- Monthly phone check-in with Program Director

**Reports To:** Reach & Rise Program Director

**Principal Activities:** Developing supportive, consistent mentoring relationship with a child through recreational play and paraprofessional therapeutic techniques. Help children explore and cope with social and/or family struggles.

**Position Requirements:**

- Must be at least 23 years old
- Desire to work with youth and have interest in counseling/mentoring
- No prior felony convictions
- Must submit to fingerprint screening for security purposes
- Proof of auto insurance, copy of current driving record, and NO DUIs (if you plan to drive with mentee)
- One-year commitment to meet one time a week for 1-3 hours (on average)

**Training and Support:**

Mentors attend a 15 hours of training over the course of approximately 4-5 weeks to prepare mentors for the mentoring relationship such as information about the program, expectations, basic therapeutic concepts, relationship building, understand risk factors/mental health issues, how to handle safety issues, etc. If accepted into the program, mentors are then matched with a child. Optional monthly mentor support meetings with your fellow mentors facilitated by Program Director are also available.

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

## Reach & Rise Mentor Application

Thank you for your interest in becoming a mentor with the YMCA's Reach & Rise mentoring program. It is a great way to make a difference in a young person's life. This application is designed to provide information to help us match you with the most appropriate child and your answers will be kept confidential. **For security & safety purposes, all mentor applicants will need to have fingerprints done and cleared before being matched with a youth.** If you have any questions, please contact the Program Director.

**Please mail, fax, or email your completed application and a copy of your driver's license and current auto insurance to:**

Melissa DeMarse, MA, LPC  
YMCA of Marquette County  
1420 Pine Street, Marquette, MI 49855  
Phone: 906-227-9622/ Fax: 906-227-9248 / mdemarse@ymcamqt.org

**Mentor Information:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Gender:  M  F Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Best Way to be Contacted:  Home #  Cell #  Work #  Text  Email

Best Times to be Contacted: \_\_\_\_\_

Occupation: \_\_\_\_\_ How'd You Hear About Us? \_\_\_\_\_

**Please Answer the Following Questions:**

Do you have any felony convictions?  YES  NO

Have you ever abused or molested a child?  YES  NO

Do you have a clean driving record?  YES  NO If no, explain: \_\_\_\_\_

If you have a car, can you provide proof of liability car insurance?  YES  NO

Why do you want to become a Mentor? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you be a positive role model to a child? What qualities do you have that will help mentor a child?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why do you think children "act out" or get in trouble? \_\_\_\_\_

\_\_\_\_\_

Do you have any experience working with, volunteering, or spending time with youth? If yes, explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe any **other** volunteer experiences you have: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any academic pursuits/experience that is related to working with youth? If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Who was a mentor for you as a child? What qualities did they have that helped you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your relationships with your family (e.g. parent(s)/guardian(s), siblings, etc.) both **past & present**. Include how you were disciplined as a youth and by whom. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your relationship with a best friend and/or significant other? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe past and current patterns of drug and alcohol use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some of your interests & hobbies (things you would like to do with your mentee)? \_\_\_\_\_  
\_\_\_\_\_

Do you have a preference as to the age, gender or ethnicity of the youth you'd work with?  
\_\_\_\_\_

**Please provide two professional references and two personal references we may contact.**  
**Personal References**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Professional References**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Mentor Applicant Signature

\_\_\_\_\_  
Date

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# Reach & Rise

## National Code of Conduct

Reach & Rise provides the highest quality services available to our youth. Our commitment is to create an environment for youth that is safe, nurturing, empowering, and which promotes growth and success for the youth who participate in our program. Any type of abuse will not be tolerated and will result in immediate dismissal from the program. Our program will fully cooperate with authorities if allegations of abuse are made and investigated.

The Code of Conduct outlines specific expectations of staff and mentors as we strive to accomplish our mission together.

1. Youth will be treated with respect at all times.
2. Youth will be treated fairly regardless of race, sex, age, or religion.
3. Staff and mentors will not swear or tell off-color jokes.
4. Staff and mentors are prohibited from babysitting, or having contact with youth outside of the regularly scheduled mentorship meetings and activities.
5. Staff and mentors will not discuss their sexual encounters with or around youth or in any way involve youth in their personal problems or issues.
6. Staff and mentors will not date or become romantically involved with youth.
7. Staff and mentors will not use or be under the influence of alcohol or illegal drugs in the presence of youth.
8. Staff and mentors will not have sexually oriented materials, including printed or internet pornography, in the presence of youth and will not have inappropriate information on their public profiles.
9. Staff and mentors will not ask youth to keep any secrets.
10. Staff and mentors will dress conservatively in the appropriate clothing and avoid wearing provocative and revealing attire including midriffs, tank tops, halter tops, short shorts, or short skirts.
11. Staff and mentors will not stare at or comment on the youths' bodies
12. Staff and Mentors will not take mentees to their homes or spend time with them in the mentee's home alone (without parent/guardians there).
13. Staff and mentors will adhere to uniform standards of affection as outlined as follows:

### Physical Contact

Our program has implemented a physical contact policy that will promote a positive, nurturing environment while protecting youth and mentors from misunderstandings. The following guidelines are to be carefully followed by all mentors working with youth:

<b><i>Appropriate Physical Interactions</i></b>	<b><i>Inappropriate Physical Interactions</i></b>
Side hugs Shoulder-to-shoulder or "temple" hugs Pats on the shoulder or back Handshakes "High-fives" and hand slapping Verbal praise Touching hands, shoulders, and arms Arms around shoulders Holding hands (with smaller children in escorting situations)	Full frontal hugs Kisses Touching bottom, chest or genital areas Showing affection in isolated areas Touching knees or legs Wrestling Piggyback rides Tickling Allowing a child to cling to a mentor's leg Any type of massage given by or to a youth Any form of affection that is unwanted by youth Compliments that relate to physique or body development

1. Staff and mentors will avoid affection with youth that cannot be observed by others.
2. Staff and mentors will not engage in inappropriate electronic communication with youth.
3. Staff and mentors are encouraged to meet with youth in a public setting that is easily visible to others.
4. Staff and mentors shall not abuse youth in any way including the following:
  - Physical abuse: hitting, spanking, slapping, unnecessary restraints.
  - Verbal abuse: degrade, threaten, cursing.
  - Sexual Abuse: inappropriate touch, exposing oneself, sexually oriented conversations.
  - Mental abuse: shaming, humiliation, cruelty.
  - Neglect: withholding food, water, shelter.
5. Youth are prohibited from engaging in the following:
  - Hazing
  - Bullying
  - Derogatory name-calling.
  - Games of truth or dare.
  - Ridicule or humiliation.
6. Staff and mentors will report concerns or complaints about other staff and mentors, other adults, or youth to their supervisor or coordinator.
7. Staff and mentors who work in the program may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.
8. Staff and mentors agree to cooperate fully with any investigation of suspected child abuse and failure to do so may be grounds for termination.

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Mentor Signature

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Date



**VOLUNTEER CODE OF CONDUCT**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a volunteer person be alone with a single child where they cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other volunteers can see them.</li> <li>2. Volunteers shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the volunteers (not being alone with a child). If volunteers are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with volunteers.</li> <li>4. Volunteers should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, volunteers should be positioned so that they are visible to others.</li> <li>5. Volunteers shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul>             Any type of abuse will not be tolerated and may be cause for immediate dismissal.           </li> <li>6. Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.</li> <li>7. Volunteers will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</li> <li>8. Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> </ol> | <ol style="list-style-type: none"> <li>9. Volunteers will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.</li> <li>10. Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and volunteers.</li> <li>11. While the YMCA does not discriminate against an individual’s lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.</li> <li>12. Volunteers must appear clean, neat, and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</li> <li>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</li> <li>15. Profanity, inappropriate jokes, sharing intimate details of one’s personnel life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>16. Volunteers must be free of physical or psychological conditions that might adversely affect children’s physical or mental health. If in doubt, an expert should be consulted.</li> <li>17. Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>18. Volunteers may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>19. Volunteers are not to transport children in their own vehicles.</li> <li>20. Volunteers may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance should volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).</li> <li>22. Volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.</li> </ol> |
|---|--|

**I understand that any violation of this Code of Conduct may result in termination.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date

*The Redwoods Group thanks and acknowledges the cooperation of the YMCA of the USA for permitting the verbatim reproduction (except for the format change to two columns on a single page) of this critical personnel management tool.*

YMCA of Marquette County  
1420 Pine St., Marquette, MI 49855  
P 906.227.9622 F 906.227.9248

I, \_\_\_\_\_, authorize the YMCA of Marquette County  
(print name)  
to obtain information regarding my background and to check for any criminal history or criminal involvement for the purpose of employment or volunteer work. I understand the YMCA of Marquette County will conduct background checks during the course of my employment/volunteer services. I also allow for the YMCA of Marquette County to obtain a Motor Vehicle Report (MVR) and release the information to the YMCA of Marquette County and our insurance company provider for underwriting purposes. I understand the MVR is part of a complete background check and is required for any YMCA employee who drives a vehicle on YMCA company business.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver's License # \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR OFFICE USE ONLY:**

Form Accepted by: \_\_\_\_\_ Background Check Completed by: \_\_\_\_\_

Background Check Completed on: \_\_\_\_\_

# Volunteer Waiver and Release of Liability

I (name) \_\_\_\_\_ of (address) \_\_\_\_\_

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(phone) \_\_\_\_\_ am offering my services to the YMCA of Marquette County on a volunteer basis. I understand that I will receive no pay, benefits or other privileges of employment of any kind for my services. I also certify that I have not been promised and have no expectation that I will receive a paid position as a result of my volunteer work.

I hereby waive, release and discharge any and all claims, demands, actions of any and every nature whatsoever that I may have for any and all loss, damages for death, personal injury or property damage against the YMCA of Marquette County, its board of directors, officers, employees, servants and all persons connected with the YMCA of Marquette County as a result of my participation in any and all volunteer events or assignments.

I further understand that accidents and injuries can arise out of this activity; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless the YMCA of Marquette County and persons mentioned above, who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages.

This release is intended to discharge the YMCA of Marquette County, its board of directors, officers, employees and volunteers from and against any and all liability arising out of or connected in any way with my participation any volunteer event or assignment, even though that liability may arise out of the negligence of the carelessness on the part of the YMCA of Marquette County or persons mentioned above.

I further agree to indemnify, hold harmless and defend the YMCA of Marquette County, its board of directors, officers, employees, servants and all persons connected with the YMCA of Marquette County from any and all actions, claims and demands of any nature whatsoever in any manner arising out of my volunteering at the YMCA of Marquette County or any sponsored YMCA activity that is off site.

It is further understood and agreed that this waiver, release and assumption of risks is to be binding on my heirs and assigns.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

