

**Mentor (Life Coach) Role Description**  
**Updated January 2017**

Mentoring Plus helps to empower youth in our community to make positive life choices that enable them to maximize their potential. We use adult volunteers to commit to supporting, guiding, and being a friend to a young person for a period of at least one year. By becoming part of the social network of adults and community members who care about the youth, the life coach can help youth develop and reach positive academic, career, and personal goals.

**Life coach Role**

- Take the lead in supporting a young person through an ongoing, one-to-one relationship
- Serve as a positive role model and adult friend
- Strive for mutual respect
- Build youth self-esteem and motivation
- Help youth work toward goals

**Time Commitment**

- Make a one-year commitment
- Spend a minimum of ten hours per month one-to-one with a youth
- Communicate with the youth weekly
- Attend an initial two-hour training session and additionally four hours of training during each year of participation in the program
- Attend optional life coach/youth group events, life coach support groups, and program recognition events

**Participation Requirements**

- Be at least 21 years old
- Reside in the Northern KY-Greater Cincinnati area
- Be interested in working with young people
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- Be dependable and consistent in meeting the time commitments
- Attend life coach training sessions as prescribed
- Be willing to communicate regularly with program staff, submit activity information, and take constructive feedback regarding life coaching activities
- Have access to an automobile, auto insurance, and a good driving record
- Complete a criminal history Check
- Not use illicit drugs
- Not use alcohol or controlled substances in an inappropriate manner
- Not be currently in treatment for substance abuse and have a non-addictive period of at least two (2) years
- Not be currently in treatment for a mental disorder or hospitalized for such in the past two (2) years

**Desirable Qualities**

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

**Benefits**

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress, and achieve goals
- Training sessions and group activities
- Participation in a life coach support group
- Mileage and expenses are tax deductible
- Personal ongoing support, supervision to help the match succeed
- Youth/life coach group activities, complimentary tickets to community events, participant recognition events

**Application and Screening Process**

- Written application
- Driving record check
- Criminal history check: state child abuse and neglect registry, state criminal history check and national criminal history check
- Personal interview
- Provide three personal references
- Attend two-hour life coach training

For more information, contact Mentoring Plus at 859-462-4152 or [laura@mentoringplus.org](mailto:laura@mentoringplus.org)

**AN EQUAL OPPORTUNITY EMPLOYER**  
**Minorities and Women Encouraged To Apply**

## Life Coach Application

### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
 Social Sec. #: \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_ Gender: Male Female

Please list all members of your household:

Name	Sex	Age	Relationship to Applicant

### Employment History

Please provide employment information for the past five years, with most recent position held first. If more space is needed use an extra sheet of paper.

Employer: \_\_\_\_\_ Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ (m/year) Position Held: \_\_\_\_\_

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 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
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 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ (m/year) Position Held: \_\_\_\_\_

## Application Questions

Please answer all of the following questions as completely as possible. If more space is needed, use an extra sheet of paper or write on the back of this page.

1. Do you have any previous experience volunteering or working with youth? If so, please specify.
2. What qualities, skills, or other attributes do you feel you have that would benefit a youth? Please explain.
3. Can you commit to participate in Mentoring Plus for a minimum of one year from the time you are matched with a youth?
4. Are you available to meet with a child eight hours per month and have contact at least once per week? Please explain any particular scheduling issues.
5. Describe your general health. Are you currently under a physician's care or taking any medications? If so, please explain.
6. How would you describe yourself as a person?
7. How would your friends, family, and co-workers describe you?
8. Have you ever been arrested or convicted of a crime? If so, what were the circumstances?
9. Have you ever used illegal drugs? If so, what substances were used and how often? - add to online form
10. Are you currently using any illegal drugs or controlled substances?
11. Do you drink alcoholic beverages? If so, what and how often?
12. Have you ever been convicted of a DUI, driving while under the influence of alcohol? If yes, when and what were the circumstances?
13. Do you use tobacco products? If so, what and how often?
14. Have you ever received treatment for alcohol or substance abuse? If yes, please explain.
15. Have you ever been treated or hospitalized for a mental disorder? If yes, please explain.
16. Have you ever been investigated or convicted of child abuse or neglect? If yes, please explain.
17. Have you ever been investigated or convicted of sexual assault or abuse? If yes, please explain.
18. Are you willing to communicate regularly and openly with program staff, provide monthly information regarding your life coaching activities, and receive feedback regarding any difficulties during your participation in the life coaching program?
19. Are you willing to attend an initial life coach training session and four in-service training sessions per year after being matched?

**Please read this carefully before signing:**

MENTORING PLUS appreciates your interest in becoming a life coach.

Please initial each of the following:

\_\_\_\_\_ I agree to follow all life coaching program guidelines and understand that any violation will result in suspension and/or termination of the life coaching relationship.

\_\_\_\_\_ I understand that MENTORING PLUS is not obligated to provide a reason for their decision in accepting or rejecting me as a life coach.

\_\_\_\_\_ (optional) I agree to allow MENTORING PLUS to use any photographic image of me taken while participating in the life coaching program. These images may be used in promotions or other related marketing materials.

I understand I must return all of the following *completed* items along with this application, and that any incomplete information will result in the delay of my application being processed:

- Copy of your valid driver's license and proof of auto insurance
- Information Release Form
- Personal References Form
- Interest Survey Form

By signing below, I attest to the truthfulness of all information listed on this application and agree to all the above terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please mail this application and the items listed above in the enclosed self-addressed envelope.

**Information Release**

I, \_\_\_\_\_, understand it will be necessary for MENTORING PLUS to conduct a background check regarding my driving record, criminal history, personal references, and employment.

I authorize Mentoring Plus to obtain any needed information regarding my driving record, legal/criminal history, character references, and employment from any state or federal agency, my employer, and personal references for the purposes of participating in a life coaching program. Further, I provide permission for Mentoring Plus to conduct the same investigation of my background in previous states in which I have resided.

Further, I understand that information about myself will be anonymously (without my name) shared with a prospective youth(s) and his/her parent(s)/guardian(s) to aid in determining a suitable match. Once a life coach/youth match is determined, my identity and any other information known about me may be shared with the youth and parent/guardian to ensure and aid in facilitating a safe and successful match relationship.

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

Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_

Please list any other cities, states, and dates of residency during the past 10 years.

_____ City	_____ State	_____ From (m/year)	_____ To (m/year)
_____ City	_____ State	_____ From (m/year)	_____ To (m/year)
_____ City	_____ State	_____ From (m/year)	_____ To (m/year)
_____ City	_____ State	_____ From (m/year)	_____ To (m/year)

**Personal References**

Please list the names, addresses, and phone numbers of three people you would like to use as character references (only people you have known for at least a year). Include at least one relative. Any information MENTORING PLUS gathers from these references will be held as confidential and not released to you, the applicant.

Relative's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ How long known: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ How long known: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Relationship: \_\_\_\_\_ How long known: \_\_\_\_\_

### Life Coach Interest Survey

Please complete all the following. This survey will help MENTORING PLUS know more about you and your interests and help us find a good match for you.

What are the most convenient times for you to meet with your youth? Please check all that apply:

Monday	Tuesday	Wednesday	Thursday	other

Please indicate age group(s) and/or you are interested in working with:      Age : \_\_13-14      \_\_15-18      Ethnicity: \_\_\_\_\_

Do you speak any languages other than English? If so, which languages?

Would you be willing to work with a child who has disabilities? If so, please specify disabilities you would be willing to work with.

What are some favorite things you like to do with other people?

What are your favorite subjects to read about?

What is your job and how did you choose this field?

What is one goal you have set for the future?

If you could learn something new, what would it be?

What person do you most admire and why?

Describe your ideal Saturday.

Please check all activities you are interested in:

	Biking		Camping		Science		Cooking		Library		Shopping		Fishing		Eating		Parks		Swimming
	Hiking		Boating		Music		Sports		Yoga		Board Games		Animals		Movies		Gardening		Golf

List any other areas of strong interest: