



Dear Community Member,

Thank you for your interest in the Mentoring program at Covenant House Alaska. We depend on Mentors to provide the youth in our Transitional Living Programs with positive role models as they strive to become successful independent adults.

In this packet you will find an application, an explanation of the steps involved in becoming a Mentor, and a variety of forms to read and sign. Once these materials are complete and reviewed, you will be asked to come in for an initial interview. If your interests, experience and background are a good fit for our Mentor program, you will be scheduled for a second interview with the Transitional Living Program staff.

If you accept a position as a volunteer Mentor you will be committing to a minimum of two visits per month with your protégé as well as weekly phone calls. Many of the youth we serve come from an environment of inconsistencies. We provide a safe place for the youth to experience unconditional love, total respect, and structure. A part of this structure a routine they can depend on.

Please complete the application (addresses and contact information for all three references is important and required) and return it to Covenant House Alaska. The application process depends on many elements including the schedule of the applicant, the references, and of course our volunteer needs at the time. The nature of our organization requires us to be very cautious while screening new volunteers. Please be patient with the process and we will try to help you have a very rewarding experience. If you have any questions throughout this process, please do not hesitate to contact me. My phone numbers and e-mail are at the bottom of this letter.

Thank you again for your interest in becoming a Covenant House Alaska Mentor. **Mentors truly do “make the difference.”** I look forward to meeting you and introducing you to a program that takes kids from the street and gives them a chance for a future.

Sincerely,

Barb Jewell
Human Resources Coordinator
Covenant House Alaska



A review of the process for becoming a Covenant House Alaska volunteer Mentor

1. **Application Packet** (application form including autobiography, the confidentiality statement, & the interests survey) Please complete and return to:
*Covenant House Alaska
attn: Barb Jewell
Human Resources Coordinator
609 F. Street
Anchorage, AK 99501*
(you may also fax materials to 907.272.1466)
2. **Interview with the Human Resources Coordinator** to discuss your background, interests, and expectations, as well as agency expectations.
3. **CHA contacts your References:** The application packet includes a request for three character references. These may include friends, employers, etc. who have known you for at least one year.
4. **Fingerprinting:** Covenant House is required by law to complete a fingerprint background check. Directions for this will be given to you after your 1st interview.
5. **Interview with the Transitional Living Program Staff** to further discuss your qualifications, your interests, the Transitional Living Program (TLP), and role of the Mentor.
6. **Orientation and Training:** Volunteers will attend a three-hour orientation to become familiar with the agency procedures and the youth served. A second three-hour session will include a training to learn the specific policies and procedures of the Mentor program and to build skills for being a Mentor. Ongoing training will also be provided within the monthly Mentor meetings.
7. **Mentor/Protégé Match:** After completing the above steps, Mentors are introduced to youth in the program, usually through a group activity. The TLP staff will recommend a match based on the youth's needs and the Mentor's skills and interests.

**If you have any questions or would like further information
about the process to become a mentor, please contact:**

Barb Jewell
Human Resources Coordinator
(907) 339-4207 or bjewell@covenanthouseak.org



Volunteer MENTOR Application

Today's date: _____

Name: _____ E-mail: _____
Mobile phone #: _____ Home phone #: _____
Address: _____ Date of birth: / /
S.S.#: _____

EMERGENCY CONTACT

Name: _____ Relationship to you: _____ Phone #: _____

How were you referred to Covenant House Alaska? _____

Are you related to or do you reside with anyone who is a Covenant House employee or resident?

Yes No If yes, please give: Name _____ Program _____

Do you have any experience as a Board Member of a Non-profit? If so, where?

EMPLOYMENT HISTORY

Employer	Title/Job	Dates (start & end)	Phone #
1.			
2.			

PREVIOUS VOLUNTEER EXPERIENCE

Agency	Type of Work	Dates (start & end)	Phone #
1.			
2.			

EDUCATION

High School: _____

College/University: _____

Other Education or Training: _____

Why you are interested in volunteering with the youth at Covenant House Alaska?

Please list any skills, hobbies, and special training you have (examples: arts and crafts, modern languages, computer skills, educational training, etc.)

REFERENCES (3 people who are unrelated to you and that you have known for more than 1 year)

1)
Name: _____ Relationship to you: _____
E-mail: _____ Daytime Phone#: _____

2)
Name: _____ Relationship to you: _____
E-mail: _____ Daytime Phone#: _____

3)
Name: _____ Relationship to you: _____
E-mail: _____ Daytime Phone#: _____

Please compose & attach a brief autobiography for us.

**This information will be helpful in the matching process when we pair you with a youth from our program. The length of the autobiography is up to you. Youth are also asked to provide an autobiography statement as part of their application process for entering either of our Transitional Living Programs. The following are some of the topics we offer as suggestion/guides for the youth. Please feel free to use some of these prompts when composing your autobiography.

Family: Where did you grow up? How do you define your family? Do you have brothers and sisters? What is your family like? How are you similar or different from family members? Are you close with your siblings / parents / grandparents?

Meaningful People in Your Life: Briefly describe the people who have had a special impact on your life.

Spirituality/Religion: Is religion of importance to you? What role does it play in your life?

School Experience / Professional Training: What was your school experience like? What did you like about it? What did you not like about it? What were your favorite subjects and activities?

Work Experience: How does your job fit into your life? What are your career goals?

Drug / Alcohol History: Have drugs and alcohol ever been an issue in your life? How did you deal with that?

Significant Life Events: Are there any major life events that have had a significant impact on your life?

I hereby certify the information given in this application to be true and accurate to the best of my knowledge. I understand that the information on this application is subject to verification.

I authorize a release of information concerning my character, employment history and suitability to work with children. I hereby release from all liability and damages both Covenant House Alaska and those individuals or companies who provide such information.

I understand and acknowledge that any volunteer relationship with Covenant house Alaska is of an "at will" nature, which means that the volunteer may resign at any time and Covenant House Alaska may discharge a volunteer at any time with or without cause.

APPLICANT'S SIGNATURE _____ DATE _____

Please return this application, along with Interests Survey & Confidentiality Statement, to:

Covenant House Alaska
attn: Barb Jewell
Human Resources Coordinator
609 F. Street
Anchorage, AK 99501

Fax: 907.272.1466
Email: bjewell@covenanthouse.ak.org



***Mentor & Protégé
Interests Survey***

Thank you for taking your time to fill out this survey. It will greatly help us in the matching process!

Outdoor Activities

- Backpacking
- Barbecuing
- Biking
- Boating
- Camping
- Dirt bikes
- Fishing
- Hiking
- Horseback Riding
- Hunting
- Rollerblading
- Softball/Baseball
 - Player
 - Spectator
- Running
- Skiing
 - Cross-country
 - Downhill
- Snowboarding
- Snowmachining
- Swimming
- Walking

Other Special Interests

- Attending Plays
- Attending Concerts
- Attending Church
- Visiting Family

Indoor Activities

- Bike Repair
- Computers
- Cooking
- Listening to music
- Playing an instrument
- Pool
- Reading
- Sewing
- Working out
- Writing

Other Hobbies

- Crafts
- Drawing
- Fly-fishing
- Gardening
- Home Repairs
- Painting
- Singing
- Stained glass
- Video Games
- Woodwork/carving
- Working on cars

Other interests not listed:



VOLUNTEER MENTOR CONFIDENTIALITY STATEMENT

I, the undersigned, understand that any information which is disclosed to me while I am visiting Covenant House Alaska is confidential and that this confidentiality is protected by federal law. I understand that I cannot make any disclosure of this protected information without the written permission of the residents.

Printed Name of Volunteer

Signature of Volunteer

Date