

*County of Adams*  
**Mentoring Program Description**

DATE: October 11, 2013

TITLE: Volunteer for Independent Living Program

DEPARTMENT: ACCYS

SUPERVISOR: Leasia Ayers-Caswell

LOCATION: In the Adam's county community, designated Mentoring Program activities

LENGTH OF APPOINTMENT: A minimum of one calendar year from the date of acceptance as a mentor

TIME COMMITMENT: Minimum of 1-2 hours per week.

**Purpose of Volunteer Services:**

The volunteer will be spending one-on-one time with current or former foster youth 13-21 years of age to provide support during the youth's transition to living independently.

**Mentor Services:**

(Please list in detail all volunteer or intern services that will be provided.)  
The volunteer will be asked to spend time with the youth practicing life skills such as, but not limited to, cooking, shopping & cleaning, as well as, participating in activities of shared interest such as, but not limited to, biking, going to a gym, seeing a movie, & completing a volunteer project together. Written correspondence is also encouraged.

**MATERIAL AND EQUIPMENT USED:** *(please check all that apply)*

- Desktop computer
- Computer Software Programs
- Calculator
- Office automation equipment, i.e. fax, telephone, copier, scanner, shredder, etc.
- Other: please explain: Phone, email or letter- The volunteer will be asked to report to the youth's Mentoring Program Coordinator in writing on a monthly basis regarding the time spent with the youth and will also be asked to immediately report any concerns regarding the youth's safety or well-being.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or equivalent preferred, but not required.

**License(s) and Certification(s):**

Not required, but should be listed on volunteer application for matching purposes.

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**KNOWLEDGE, SKILLS, AND ABILITIES:** *(please list specifics required)*

**Knowledge:**

Knowledge associated with living independently, including but not limited to; social skills, community activities, life skills such as; cooking, budgeting, healthy living, prevention issues.

**Skills:**

Skills needed to maintain self-sufficiency and live independently in the community.

**Physical Abilities:** *(please check all that apply)*

Keyboard, write, hear, and speak.

Sit, bend, walk, kneel, or stoop.

Lift up to  pounds.

Other: please explain:

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**SCREENING REQUIRED:** *(please check all that apply)*

Reference Check

Local, State, and/or Federal Criminal History Check/Background Check

Credentials

Motor Vehicle Records

X Other: please list:

Yearly home visit with the Mentor Coordinator, completion of ten (10) approved training hours per calendar year.

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**Questions or Concerns Contact: Marianne Snyder (717) 337-9822 option 5**

**Interested applicants should submit the application, a letter of interest, and their resume to [empapp@adamscounty.us](mailto:empapp@adamscounty.us)**

It is the policy of the County of Adams and the Court of Common Pleas not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, volunteer or internship opportunities, discharge, compensation, training, or other terms, conditions, and privileges of employment, or volunteer and intern positions.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Adams and the Court of Common Pleas to comply with all local, state, and federal laws concerning the employment or appointment of persons with disabilities so long as not to cause undue hardship to the County of Adams, Court of Common Pleas, or facility to which employed or appointed as a volunteer or intern. An individual who

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performs the essential job functions of the job or volunteer/intern position with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other applicant.

This program description serves as a guideline for communicating the essential functions and other information about the position to the applicant. It is not intended to create a binding employment contract nor cover every detail of the position, and may be changed where appropriate. The description is not intended to be an exhaustive list of all responsibilities and duties.

I have read the above volunteer or intern program description and the County Volunteer and Intern Policy and fully understand the requirements set forth therein. I hereby agree to abide by the requirements and responsibilities of said policy to the best of my ability.

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

\_\_\_\_\_  
Date