

ASPIRE Middle School provides group mentoring to help students continue their education through high school. Adult volunteers meet with assigned students to assist them with a variety of activities such as academic preparation, career exploration and college choice. All volunteers are screened, including a criminal background check.

Middle School volunteers will not replace paid staff.

Responsibilities

- Meet on a regular basis with assigned student groups.
- Assist students to establish and define their goals and the activities they need help with recording goals into the “Student Tracker” form.
- Attend volunteer meetings and trainings.
- Become familiar with the middle school curriculum materials and resources.
- Follow ASPIRE Middle School and school/organization guidelines, policies and regulations regarding confidentiality, meeting times, and safety.
- Report any volunteer accident or incident to the ASPIRE Coordinator.
- Participate in the program year-end evaluation.

Qualifications

- Desire and ability to work with students.
- Sensitivity to challenges faced by students.
- Dependability and a strong sense of commitment.
- Ability to maintain patient, non-judgmental attitude.

Time Commitment

2-4 hours per week for the school year

Training

The Oregon Student Access Commission (OSAC) staff and the ASPIRE Coordinator will provide training. OSAC staff will provide initial and ongoing training on program guidelines, administration, volunteer recruitment and mentoring techniques. Site staff will provide information on policies and regulations, and current college access activities at the site (if applicable).

Confidentiality Agreement

Confidentiality is the preservation of any privileged information concerning students that is disclosed in a professional working relationship.

The volunteer ASPIRE Mentor will keep the communication with his or her student confidential. All records dealing with specific students must be treated as confidential and be maintained according to site policy. ASPIRE Mentors will not discuss students' confidential information outside of the program.

General information, policy statements, or statistical material that is not identified with any individual or family is not classified as confidential.

Although the site is liable for a volunteer's acts within the scope of his or her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the site could refuse to support the volunteer in the event of a legal action. Violation of the Oregon Revised Statute regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

The only exception to confidentiality restrictions is if a volunteer thinks a student is being physically or sexually abused or is involved in a life-threatening activity. This must be reported immediately to the counselor/administrator and/or the police or State of Oregon child welfare agency.

My signature below certifies that I have read the material above and understand the confidentiality policy. I understand that my duty as a volunteer ASPIRE Mentor is to abide by the laws and policies regarding preservation of confidential information. I agree to the responsibilities described in the position description.

Signature: _____ Date: _____

ASPIRE Publicity Authorization

I give permission for the site and the ASPIRE program to use my name, photograph or quotes in any form of ASPIRE publicity. I understand that I may withdraw my consent at any time by submitting a written request to the ASPIRE Coordinator.

Signature: _____ Date: _____