

ASPIRE trains adult volunteers to work one-on-one with help high school students helping them to plan, prepare and achieve their postsecondary education goals, which may be college or a career-technical school. The volunteer team lead helps coordinate the ASPIRE program by assigning students, providing career center training and other activities assigned by the ASPIRE coordinator.

Responsibilities

- Assist the ASPIRE coordinator with the recruitment and screening of ASPIRE volunteers
- Maintain regular contact with the ASPIRE coordinator and ASPIRE volunteers
- Assist with training on school policy and regulations for new volunteers
- Assist in developing and maintaining student information file and resource materials systems
- Assist with newsletter articles
- Maintain confidentiality
- Follow ASPIRE guidelines and school policies and regulations
- Participate in the program year-end evaluation
- Other

• **Qualifications**

- Desire and ability to delegate and coordinate the work of others
- Sensitivity to problems faced by teenage students
- Interest in training related to college and financial aid
- Dependability and a strong sense of commitment
- Ability to maintain patient, non-judgmental attitude
- Understanding of families at risk
- Volunteer must give permission for a criminal background check

• **Training provided by the ASPIRE Program includes:**

- Tips on researching careers, schools, college applications and admissions, financial aid and scholarship
- Mentoring and communication techniques
- Volunteer recruitment, screening, and training
- Updated curriculum package in hard copy and in electronic format each fall
- ASPIRE will provide an annual Fall Conference for ASPIRE coordinators and volunteers
- Confidentiality requirements

Site Name (Please Print): _____ Date: _____

ASPIRE Volunteer Team Lead Name (please print): _____

ASPIRE Volunteer Team Lead Signature: _____

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: _____