Urban Nature Partners PDX

Mentor Eligibility and Application Procedures

Thank you for your interest in becoming an outdoor mentor with Urban Nature Partners PDX! We strive to provide adults from a diverse range of backgrounds and life experiences as mentor matches for our youth, while ensuring their safety, well-being, and healthy growth. We are also committed to transparency and feedback in both directions throughout the process.

*Please review the eligibility requirements and application process below, and let us know if you have any questions or concerns.*

Mentor Eligibility Requirements

* Reside in the Portland metropolitan area
* Be willing to adhere to all Urban Nature Partners PDX policies and procedures
* Agree to a one-year initial commitment, and indicate a willingness to extend a commitment to 2 or more years, including no plans for major life changes that could end a mentoring relationship
* Complete the screening, application, and interview processes in a timely manner
* Consent to reference checks, background check, and (if applicable) driving record check
* Not have falsified information during any point in the application process
* Agree to attend mentor trainings as required
* Commit to spending an average of 10 hours per month with a mentee year-round
* Be willing to participate in all levels of the Urban Nature Partners PDX program, including regular attendance at group outings, fundraising and appreciation events, and events with mentor peers; and assistance with mentee participation in summer camps and leadership activities
* Be willing to communicate regularly with program staff and mentee’s parents/guardians
* Be willing to submit monthly hours, activity information, and feedback
* Not use alcohol or controlled substances in an excessive or inappropriate manner, including not being in current treatment for substance abuse
* Not currently have a physical or mental health issue that would impair regular and appropriate program participation
* Applicants 25 years or older preferred
* Have access to a reliable private automobile, or agree to travel by mass transportation and carpool with a mentee as required by program activities
* If driving as a volunteer, have a current driver’s license, current vehicle registration, current auto insurance that meets at least minimum state requirements, and a good driving record (please inquire for more information)
* Have a criminal history that meets UNP-PDX standards (considered after all other factors; please inquire for more information)

Applicants are invited to view UNP-PDX’s full Mentor Eligibility and Selection Policies and Procedures upon request, and have the right to have the reason(s) for non-acceptance as a UNP-PDX mentor thoroughly explained to them. To ensure the safety and success of all mentor pair matches, Urban Nature Partners PDX also reserves the right to reject an applicant for reasons not listed in these requirements, including but not restricted to:

* the unavailability of a suitable mentee match at the time of application
* the rejection of a candidate by potential youth/family match(es)
* a level of participation in the application process that does not demonstrate thoroughness, motivation, and/or full transparency
* a lack of background and/or life experiences that would indicate an adequate level of preparation for understanding and bonding with a typical UNP-PDX youth and family
* communication or demonstration of values that are at odds with those stated in the Urban Nature Partners PDX Strategic Plan (a copy shall be provided upon request), and/or are inappropriate for the population of youth and families we serve
* a significant change in an applicant’s circumstances during the application process

Mentor Application Process

The Urban Nature Partners PDX mentor application process shall include the following steps in approximately the following order. If an applicant is not invited to continue with the process at any step, they will be notified of the decision, including the reason(s).

* provide in-depth information about our program and mentor requirements, which could include UNP-PDX website and social media, newsletters and brochures, and a mentor position description
* provide an opportunity to meet staff, current mentors, and youth in person, such as at a community outreach event or group outing
* provide a list of the eligibility requirements, the application process procedure, and an estimated timeline
* screening interview (can be conducted by phone)
* written application, including applicant consent for reference checks
* secondary in-depth interview (must be conducted in person), including consent for background check and driving record check (if applicable)
* reference checks
* background check and driving record check (if applicable)
* if necessary, follow up meeting with Program Director and/or Board member(s) to discuss discretionary issues raised in background and driving records
* voluntary demographics form
* invitation to participate in UNP-PDX program, sign Mentoring Agreement
* participation in Initial Mentor Training
* potential match meeting(s) and follow up conversations with both parties
* mentor pair assignment and Program Director consent to begin pair outings

**THE CURRENT EXPECTED TIMELINE FOR THIS YEAR’S APPLICATION
PROCESS IS :**

* **recruit & process new mentor and youth applicants: May 1- June 22, 2019 (2-6 weeks to complete all steps to conditional offer to mentor)**
* **match meetings between potential mentors and youth/families: late June through July**
* **Mentor Training: early to mid July**

*Both a background check and a driving record check (when applicable) must be approved by the Program Director (and board member(s), when applicable) before an applicant is invited to meet a potential mentee match. In addition, an applicant must participate in UNP-PDX’s Initial Mentor Training and sign a Mentoring Agreement before meeting with a youth unsupervised (i.e. participating in mentor pair outings).*

Applicants may be invited to participate in group activities such a group outings and community outreach/fundraising events before all the steps of the application process are completed, but will not be permitted to be present with youth unsupervised or to drive other persons in their personal vehicle until all application steps are satisfactorily completed.