



Volunteer Requirements

Who can be a mentor? Are you looking for volunteers from a specific background?

Anyone over the age of 18 can become a volunteer mentor. Volunteers can come from any location (not exclusive to Bay Area residents) given this is a remote program. Because mentors will support young professionals (AmeriCorps members ages 17 to 25) with career development, our mentor application asks for information about an applicant's current professional journey so that staff can evaluate whether they can meaningfully contribute as a career-focused mentor.

How long is the commitment? Do I need to be involved for each month of the program?

Volunteers, if admitted into program, are committing to serve as a mentor for approximately nine months (Sept. 24, 2021 to June 3, 2022). The primary commitment each month is to complete a one-hour monthly meeting with your mentee and program check-in survey, all totaling to no more than 1.5 hours per month. Mentors are welcome to stay in touch or stop communication with their mentee once the program is complete – from experience, we see that our mentor-mentee pairs have led to meaningful professional relationships beyond the length of the program!

How do I sign up and when will I get matched?

Applications are live on our recruitment website linked here starting May 1. Because our AmeriCorps members begin their City Year service term in late Summer 2021, we will receive mentor applications up to August 31, 2021 at 11:59PM PST. Applicants will be notified of either a match or waitlist placement by September 10, 2021.

Recruitment Process

I submitted my application! Now what?

Thank you for your application and interest as a volunteer mentor! The City Year team will evaluate all applications starting September 1st. While you wait for application decision (expected to arrive no later than Sept. 10), the program team will do their best to send updates. If you have immediate questions or wish to make changes to your application, contact sjsv@cityyear.org.

How is my application reviewed and how are pairs made?

A small group of City Year staff review all applications from Sept. 1-9. Our goal is to match our mentees with applicants who align the mentee's career of interest (ex. pairing a mentee interested in becoming a teacher with an applicant who's a current teacher). Based on the number of applications we receive and the varying career aspirations of our AmeriCorps members, we often cannot match every applicant with a mentee. Program staff will do their best to match every applicant to a mentee, even if the career interests of their mentee is different than their own. We believe all our mentors can make a meaningful impact through this program!

If I no longer wish to serve as a volunteer mentor, can I withdraw my application?

Yes, please send an email to sjsv@cityyear.org. We're sorry to see you go!



SAN JOSÉ/
SILICON VALLEY

FAQS CONTINUED



Starting as a Volunteer Mentor

I got accepted into the program! What comes next?

We are grateful to have you as a volunteer! Admitted mentors will have until September 17, 2021 to formally confirm their participation in Mentorship Program via email to City Year program staff. Once confirmed, City Year staff will provide instructions and resources for onboarding.



What does volunteer onboarding look like?

Between September 20 and the mentor's first monthly meeting (no later than Oct. 8), all confirmed mentors will be responsible for completing a "Start of Program Checklist" to prepare themselves to be an impactful mentor. Volunteers will review program resources such as a training guide, check-in meeting templates, and information about their assigned mentee. While there will not be a mandatory "live" orientation, mentors are encouraged to attend an optional "Mentor Kickoff Meeting" on Sept. 24 organized by City Year as an opportunity to review program details and ask questions of staff.

How do I get started with my first monthly meeting with my mentee?

On September 27, City Year will provide an email introduction between mentor-mentee pairs to launch the relationship and tentatively set your reoccurring monthly meetings (ex. meeting on the first Friday of every month). Once introduced, mentees are responsible for coordinating and scheduling the first monthly meeting based on both the mentor and mentee's availability. All monthly meetings should take place on Zoom or over phone if technical difficulties arise.

Volunteer Mentor Experience

What tools will I have available to support my role as a mentor?

Mentors are encouraged to utilize City Year's monthly check-in agenda template created for each mentor-mentee pair as well as our "Mentor Resource Guide." In both documents, we highlight suggested topics for discussion each monthly meeting based on common career goals of our mentees. Additionally, mentors will have access to a "Mentor Resource Hub," an online Google Drive where mentors can review career-development resources curated by City Year staff.

What are my goals as a mentor?

City Year's Mentorship Program outlines the following "baseline" outcomes for all our mentor-mentee pairs by June 2022: 1) mentee receives reviews and edits on resume; 2) mentee creates LinkedIn profile and connects with mentor on LinkedIn; 3) mentee sets a career goal (short or long-term) and completed steps towards it; 4) mentee identifies a core competency learned from service year; 5) mentee utilizes mentor's connections to network and explore career of interest.

TO LEARN MORE & APPLY: [BIT.LY/CYSJMENTORAPPLICATION](https://bit.ly/cysjmentorapplication)