



Volunteer Mentor Job Description

Community Harm Repair Program

Role of an RJP Maine Mentor

Mentors provide support and accountability to participants in RJP Maine's harm repair program. They meet and communicate regularly with their mentee to help them complete their repair agreements, serve as a listening ear for the mentee, get together with their mentee to share a meal, or participate in an activity for fun, relationship-building, or to develop a mentee's interests. Mentors attend their mentee's harm repair circle, closing circle, and any additional harm repair processes that the facilitators decide are necessary for the participants. Above all, mentors are expected to serve as good role models and employ restorative relationship skills meant to amplify their mentees' voice, autonomy, and dignity.

Mentor's Responsibility to Mentee. *Every volunteer mentor is expected to:*

- Be in touch with your mentee once a week for the duration of the Repair Agreement (usually 2 to 3 months, but occasionally 6 months or longer). Weekly contact can range from an exchange of texts to meeting in person for an hour or more, depending on the willingness of the mentee.
- Help your mentee keep track of repair agreement items and help break them down into small, achievable steps. Provide connections to resources that your mentee may need in order to complete their Repair Agreement.
- Maintain clarity around the mentor's role: empowering the voice, choice and dignity of mentees. Refrain from the impulse to try to "fix" or to advocate for your own agenda. Be led by the needs and wishes of your mentee and empower them to develop their own identity and make their own informed choices.
- Foster the core values of the Community Harm Repair Program: Responsibility, Honesty, Integrity, Service to Community, Positive Adult Role Models, and High Expectations.
- Uphold and practice the philosophy and principles of restorative justice by consistently utilizing [Practitioner Core Competencies](#).
- Highlight your mentee's "sparks"—the things that excite, motivate, and inspire them.
- Maintain interpersonal boundaries that establish clarity about your role as a mentor and ensure safety for all parties involved.

Mentor's Responsibility to RJP Staff and Team. *Every volunteer mentor is expected to:*

- Speak to your RJP case manager weekly about your mentee, or complete a weekly report about your contacts with your mentee.

- Check in with RJP staff when pressing concerns arise about the mentee's mental, emotional, or physical health.
- Attend ongoing volunteer meetings and participate in an annual skills assessment with RJP staff.
- Discuss openly with RJP staff any feelings of dissatisfaction, confusion, or uncertainty in working with mentee.

Qualifications:

All mentors should:

- Be at least 21 years of age.
- Submit a volunteer application, understanding that this also includes a background check. Please speak with a Restorative Justice Manager if there's anything that will show up on there. It doesn't mean that you can't volunteer! RJPM just needs to be in the know in order to best care for the needs of all involved. Talk with RJPM staff about anything that comes up.
- Be mature, reliable, trustworthy, and emotionally stable.
- Not abuse drugs or alcohol.
- Have sufficient free time available to meet program requirements.
- Have attended Foundations, as well as a Harm Repair Program Mentor Onboarding.
 - *Please note: RJPM is dedicated to making volunteering as accessible as possible for anyone who wishes to engage, while also holding high standards for restorative practice. For those with historic affiliations with RJPM's volunteer program or for those whose schedule prohibits them from engaging in the full training process, case-by-case decisions will be made in consultation with the individual, the relevant Harm Repair Manager and the Program Director.*

(Revised Winter, 2024)