

"I love how my students light up as they walk into the room to discover it was me who called them in to discuss their dreams. They are so appreciative." – An ASPIRE Volunteer

Activities

Meet with students and help them:

Explore career and educational options

Assist and identify the path that best aligns with their goals, interests, and strengths

Help navigate college or career applications, financial aid and scholarships for chosen post HS plan

- Become familiar with ASPIRE site tools and resources to assist students with their future plans
- Use the ASPIRE Student Tracker (if used by site) or other tools and checklists to monitor ongoing student success, track progress in order to meet application deadlines
- Attend volunteer meetings and trainings (orientation, ASPIRE Fall Conference, etc.)
- Use ASPIRE resources (printed materials, ASPIRE Toolkit at aspireoregon.org, newsletter, etc.)
- Follow ASPIRE guidelines, site policies, confidentiality regulations, meeting times, safety, etc.
- Complete a Volunteer Survey at the end of each year

Qualifications

- Successful completion of background check
- A sincere desire to support youth in exploring and preparing for future pathways, including careers, college, skilled trades, or military service.
- Awareness and sensitivity to the emotional, academic, social and environmental challenges students from diverse backgrounds may experience
- Reliable, dependable and consistent with your schedule, even when student may not be

Time Commitment

The schedule depends on your availability and the needs of students. Coordinators are willing to be flexible. The key is consistency and dependability.

Training

- Watch ASPIRE Training Basics Video and review ASPIRE Career and College Basics document
- Attend any additional trainings required by your site coordinator

Site Name (please print): _____ Date: _____

ASPIRE Volunteer Name (please print): _____

ASPIRE Volunteer Signature: _____

Confidentiality

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.

Mandatory Reporting

ASPIRE mentors, as volunteers working with Oregon students, are mandated by law to report any known or suspected cases of child abuse to either a law enforcement agency or the Oregon Dept. of Human Services. This mandate is the only exception to the confidentiality clause listed above.

Avoid Conflicts of Interest

ASPIRE mentors may not sell anything to students, nor should they attempt to promote their personal religious, political, academic, or career agendas.

Interactions with Students

All ASPIRE meetings must occur on site and in the presence of site staff. No electronic communication is permitted between the ASPIRE mentor and student unless allowed by site administration and with the knowledge of the ASPIRE coordinator. Additionally, ASPIRE mentors may not transport students in their personal vehicles.

My signature below certifies I have read the material above and understand the confidentiality, mandatory reporting, conflict of interest, and interaction with student policies. 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: _____