

Mentoring Supervisor Certificate Program

Course Summaries

Components of a Successful Mentoring Program: Participants learn the fundamentals of starting a mentoring program. Concepts of formal and informal mentoring and site-based and community-based mentoring programs are discussed. Participants develop action plans for their mentoring programs.

Youth and Family Resiliency: Participants learn the Strengths Perspective and Resiliency Model for assessing youth and families. Participants practice identifying strengths in program clients.

Adolescent Development: Participants learn the stages of adolescent development and tools to help mentors understand their mentees' developmental tasks.

Working with Parents and Guardians: Participants learn the value of parental support of the mentoring relationship. Participants learn how to engage parents in the mentoring process.

Volunteer Recruitment: Participants learn effective tools to recruit volunteer mentors. Participants develop recruitment messages specific to their own programs.

Volunteer Screening: Tools and Techniques: Participants learn the importance of screening potential mentors and are introduced to various screening methods to ensure the quality and safety of their clients and program.

Dimensions of Diversity: Participants learn the skills of cultural competency and how to implement them within their mentoring program.

Interviewing Skills: Participants learn how to effectively interview potential program clients and volunteers.

Matching Youth with Adult Volunteers: Participants learn techniques for deciding how to match their mentors and mentees to ensure effective long-term relationships.

Supervision of the Match Relationship: Participants learn how to develop and implement standard methods of supervision for their mentors and matches.

Group Work: Participants learn how group activities can enhance their mentoring program and how to run groups effectively.

Risk and Liability: Participants learn tools for risk management. Insurance and liability issues specific to mentoring programs are discussed.

Volunteer Training: Topics and Activities: Participants learn the BBBS of NYC's curriculum for training volunteers as well as tools for becoming an effective volunteer trainer.

Fundraising Skills: Participants learn the various tools and techniques that may be used to secure funding for mentoring programs.

Program Evaluation: Participants learn the importance of formal evaluation of their mentoring programs and are introduced to basic tools for evaluation.

Closure: Ending Mentoring Relationships: Participants learn how to end mentoring relationships in a healthy and positive manner.

In conjunction with

Fordham University Graduate School of Social Service and JPMorgan Chase



**Big Brothers Big Sisters
of New York City**

THE POWER TO CHANGE LIVES™

The Center for Training and Professional Development

Kiana Walbrook, MPA, Director

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Mentoring Supervisor Certificate Program

The renowned
32-hour course
for professionals
to develop or improve
mentoring programs

Application Form

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Application Form

Applications must be submitted no later than one week prior to orientation (see schedule).

Applications will not be reviewed until all materials are received.

Personal Information

Last Name: _____ First Name: _____

Job Title: _____ Social Security Number: _____ Date of Birth: _____

Home Address: _____ City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

Agency Information for Mentoring Program Site

Agency Name: _____ Program/Site Name: _____

Agency Address: _____ City: _____ State: ____ Zip: _____

Agency Phone: _____ Fax Number: _____

Agency E-mail: _____ Alternate E-mail: _____

Person to whom you report: _____ Title: _____

Does your agency currently have a mentoring program? Yes / No (Circle One)

Please select the semester and program section for which you are applying. (Check One)

Summer Session

Spring Session

Fall Session

See brochure for more information.

How to Apply

RESUME: Enclose a copy of your current resume.

PERSONAL STATEMENT: Write a personal statement of approximately 200 words explaining your agency's goals and how the Mentoring Supervisor Certificate Program will enable you to attain them. (Please use a separate sheet.)

PROFESSIONAL RECOMMENDATION: The recommendation form must be completed and returned with your application.

PROGRAM MATERIALS: Enclose your agency's current literature, including a brochure and an annual report.

THE JPMORGAN CHASE FELLOWSHIP PROGRAM: All applicants are considered for the JPMorgan Chase Fellowship.

The full price of the Mentoring Supervisor Certificate Program is \$1515.00. JPMorgan Chase offers scholarships to fund participants. Fellows who receive a scholarship are responsible for a fee of \$200.

The \$200 covers course materials and a university facilities fee.

Fellows are expected to participate in pre- and post-training surveys of the Mentoring Supervisor Certificate Program.

SEE: The \$200 fee must be submitted with the application.

Applicants not awarded the Fellowship will be notified and a payment plan can be worked out for the remaining cost.

I acknowledge that this application becomes the property of Big Brothers Big Sisters of New York City. All of the information I provide is accurate and is subject to verification by Big Brothers Big Sisters of New York City. In the event of the agency's determination of my ineligibility, in accordance with longstanding agency policy, the reason will not be provided. Big Brothers Big Sisters of New York City does not discriminate with regard to applicant's race, color, creed, gender, sexual orientation, marital status, place of natural origin, age, or disability. I understand that I, along with all other applicants, will be screened through the New York State Division of Criminal Justice Services Sex Offender Registry.

Signature _____ Date _____

Checks should be made payable to Big Brothers Big Sisters of NYC. Please submit application materials with payment to:
Kiana Walbrook, Director, Big Brothers Big Sisters of NYC, 245 Fifth Avenue, Suite 702, New York, NY 10016.

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Professional Recommendation Form

Name of Applicant _____ How long have you known the applicant? _____

In what capacity? _____

Do you consider the applicant's professional achievements thus far to be an accurate indication of his/her ability to successfully complete the Mentoring Supervisor Certificate Program? Please explain.

Please rate the applicant for each of the following characteristics by circling the appropriate number on the continuum:

	LOW			AVERAGE			HIGH				
Communication Skills: Written	N/A	1	2	3	4	5	6	7	8	9	10
Communication Skills: Oral	N/A	1	2	3	4	5	6	7	8	9	10
Dedication to Working in Youth Mentoring	N/A	1	2	3	4	5	6	7	8	9	10
Management Potential	N/A	1	2	3	4	5	6	7	8	9	10
Emotional Maturity	N/A	1	2	3	4	5	6	7	8	9	10
Leadership Potential	N/A	1	2	3	4	5	6	7	8	9	10

If you wish, please comment on the ratings you have assigned and provide any additional information about the applicant's potential, or personal qualities you believe would be helpful in considering this application.

Check One: I recommend I recommend with reservation I do not recommend

Name: _____ Title: _____

Agency Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Agency Telephone: _____ Fax Number: _____ Email: _____

Signature: _____ Date: _____

Thank you for taking time to complete this recommendation.
Please return this form to the applicant or fax/mail to:
Kiana Walbrook, Director
Big Brothers Big Sisters of NYC
 245 Fifth Avenue, Suite 702, New York, NY 10016
 Fax: 646-375-4118