

## CAMP PRE-SERVICE TRAINING NOTES

*This document summarizes the Pre-Service Training for new and returning mentors in Ocean Discovery's College Access Mentor Program. A "Notes" section is included to record any of your personal notes and/or takeaways from the training.*

NOTES

## CAMP OVERVIEW

### Program Requirements:

- Meet weekly with mentee from August to June; attend monthly workshops; encouraged to get to know your mentee beyond required interactions.
- Coach mentee through decisions, allowing them to critically think about their postsecondary plans and feel empowered to take action.
- Communicate progress on pathway decisions and postsecondary applications with Ocean Discovery.
- Contribute to the development of CAMP by providing and incorporating regular feedback, and being flexible to program changes.
- Must pass fingerprinting / background check and adhere to Ocean Discovery's risk management policies.

### Roles:

- Mentor: To enhance the confidence, knowledge, and skills of individuals as they grow as leaders.
- Ocean Discovery: To identify resources, answer college access questions, provide guidance and troubleshooting support, advise how to address difficult conversations, intervene when necessary

## YOUTH INTERACTION POLICY

Keep the following policies in mind during every interaction with your mentee:

### Report anything of concern

- Ocean Discovery is a mandatory reporter. If you hear anything of concern, report to ODI staff.
  - If in doubt, report it.
- Report any student conditions, medical or otherwise, directly to Ocean Discovery to refer to resources.
  - Avoid providing medicine/ medical advice, including Aspiring (unless given prior consent from parents).
- Maintain confidentiality and anonymity of student information, and do not share outside of CAMP staff.
- Call 9-1-1 for any immediate (medical) emergency

### Protect yourself and the student

- Coordinate all visits directly as a mentor-mentee pair, and include Ocean Discovery in electronic interactions, including but not limited to: email, websites, social media, chat rooms, video conferencing, instant messaging, phone and fax.
- Hold all meetings at the Living Lab—if not possible, meet in an approved alternative public-use or virtual space.
- Interactions must take place within pre-determined timeframe, frequency, and duration, and communications must always be professional and relevant to the current activity/need.
- Before connecting virtually, the platform being used to meet with students must be approved by Ocean Discovery. The use of social networking websites like - Facebook, Instagram, Snapchat, etc. - is prohibited.
- Monitor all your interactions on the "CAMP Hours Tracker".
- Do not take or store student photos on your personal devices.

### Create clear professional boundaries

- Do not give gifts over a nominal value (\$10).
- Maintain your primary role as a mentor focused on college and career.

- Trust your gut when something feels off, and consult with Ocean Discovery if feeling persists.

## RELATIONSHIP MONITORING REQUIREMENTS

As a Mentor for Ocean Discovery’s College Access Mentor Program, you agree to abide by the following safety and liability requirements:

- Involve Ocean Discovery in ALL communication (emails, texts, etc.).
- Record all meeting days and times in the “CAMP Meeting Hours Tracker” to turn into Ocean Discovery monthly.
- Respond to emails that have action items or asking for information.
  - Checklist fashion to track progress
- Field trip expectation, 1 per semester

### EMERGENCY PLAN

In the case of an emergency, follow these steps:

- Inform Ocean Discovery of minor incidents (ie: had to call meeting short due to family emergency)
- In a medical emergency, or if in doubt, call 911 first, then inform Ocean Discovery.

### GRIEVANCE PROCEDURE

If at any moment you feel the CAMP program is not fulfilling your expectations, conduct the following steps:

- Use CAMP and personal resources to try a different approach with your mentee (try something new if what you keep doing is not working).
- Inform Ocean Discovery of situation if relationship does not improve. **Do not wait more than 2 weeks to report issues of program satisfaction.**
- Continue to work with Ocean Discovery until issue is resolved.

### TERMINATION PROCEDURE

If your grievances are beyond resolve, follow these steps to move forward with terminating your participation as a volunteer mentor with CAMP:

- Give formal notification to Ocean Discovery that you would like to terminate your volunteer mentoring with Ocean Discovery’s CAMP program.
- Discuss how to communicate termination with mentee (case-by-case basis).
- Have termination conversation with mentee.
  - Ocean Discovery may or may not be present, depending on the case.
- Provide final feedback to Ocean Discovery that gives insight on what can be done to prevent termination.

## ETHICAL & SAFETY GUIDELINES

Keep the following guidelines in mind during every interaction with mentee:

- I. Promote the Welfare and Safety of the Young Person
  - a. Misuse of power
  - b. Inappropriate boundaries

- II. Be Trustworthy and Responsible
  - a. Keep promises (regular meetings)
  - b. Gestures of kindness and care
  - c. Transparency – with the program, mentors, and mentees
- III. Act with Integrity
  - a. Maintain guidelines set in Mentor/Mentee Agreement
  - b. Assume best intentions
  - c. Take ownership of communication challenges
- IV. Promote Justice for Young People
  - a. Self-awareness
  - b. Trainings and on-going supervision
- V. Respect the Young Person’s Rights and Dignity
  - a. Understand and respect decisions and lifestyles of a young person and their family
  - b. Right to privacy and confidentiality
  - c. Breaking confidentiality

## MENTORING BEST PRACTICES

- Focus is on the whole individual including work/life.
  - Manages the relationship and not the goals
  - Long term commitment to overall growth and development, especially during important life transitions (new hire, increased responsibility, going off to college, etc.).
  - Is self-aware and understands others.
  - Good at active listening.
  - Steps back from the detail.
  - Observes and reflects.
- Acts as a role model, advocate and help build relationships.
  - Displays empathy.
  - Builds rapport.
  - Encourages the learner to speak.
  - Provides constructive challenge.
  - Helps the learner reshape their thinking.
  - Offers friendship.
- Has life experience in focal area with no authority over mentee but with a focus on mentee’s personal goals.
  - Provides advice and direction based upon personal background, and often use anecdotes to share lessons learned.
- Committed to learning and helping others learn.
  - Uses coaching as a technique.