

## **MB2B Volunteer Overview**

Volunteers are essential to the Mentoring Brother 2 Brother effectiveness and capacity to provide services and programs that are culturally, socially and academically appropriate to the African American young men we serve.

Volunteers give time and resources and in return learn new skills, make new contacts, and receive the satisfaction that they are contributing to a larger community effort to empower African American young men through mentoring, tutoring and leadership development.

- Individuals who wish to volunteer will fill out our volunteer application form and fax, mail or email it along with their resume to one of the contacts listed at the end of the application form.
- After reviewing an application form and resume from candidates, Mentoring Brother 2 Brother will set up an interview to determine whether there are appropriate “matches” between volunteer interest, time availability, and program needs. Assuming there is a “match,” Mentoring Brother 2 Brother will begin processing the candidates’ application and reviewing the requirements. Please see the job description for the requirements in each volunteer opportunity.
- Upon completing the requirements, an officer or staff member from the Mentoring Brother organization will set up work schedule for volunteers and review any upcoming projects that they may assist with.

Volunteers of Mentoring Brother 2 Brother must conduct themselves in a professional manner at all times when they are representing the MB2B. Therefore, it is important for volunteers to understand our organizational mission, policies, and services. For training and/or orientation requirement, please see the job description.

## **General Volunteer Commitment Requirements**

- Attend the organization orientation/training
- Promote the mission and vision of the Mentoring Brother 2 Brother organization.
- Act in a professional manner when interacting with organizational mentees, staff and board members.
- I will abide by all the rules and regulations of the Mentoring Brother 2 Brother organization.
- A one-year minimum commitment to the organization.

## **Volunteer Job Descriptions**

As a non-profit organization, volunteers are an essential component in helping (Mentoring Brother 2 Brother, Inc.) MB2B fulfill its mission. There are a number of ways to contribute as a volunteer. The following is a list of our current volunteer job descriptions.

Please contact Dr. Tamara Johnson at 817-466-1456 or [info@MB2B.org](mailto:info@MB2B.org) for additional information regarding our current Volunteer Opportunities



## **MB2B Mentors**

Generally the Mentoring Brother 2 Brother organization seeks mentors who are African American male men who will be able to provide a one-year commitment to the organization for group and/or one-to-one mentoring opportunities. Time commitments for volunteer mentoring roles will vary from 10 hours a month to 20-25 hours a week. For more information about volunteer Mentoring opportunities please contact **Mr. Terrence Chase** at [chase@MB2B.org](mailto:chase@MB2B.org).

### ***Primary Mentoring Volunteers***

- **Lead Mentor** – This mentor will fulfill all the mentoring requirements of the Mentoring Brother 2 Brother organization. He would be a full-time mentor which would conduct all secondary mentoring roles.

### ***Secondary Mentor Volunteers***

- **Phone Mentor** – This mentor will make phone calls to one or a cluster of mentees. He will call mentee(s) once or twice a week. Phone Mentor duties include personal interaction with one or more mentees by; checking on their school/academic progress, as well as monitor home and personal life activities and address any important issues as necessary.
- **School/Academic Mentor** – This mentor will visit a Mentee at school to serve as an academic support system for a mentee in all related academic and school activities. This mentor will also interact with the mentee(s) teachers and mentee school officials as necessary.
- **Activity Mentor** – This mentor will assist the Mentoring Brother 2 Brother organization when the organization participates in off-site activities (i.e. entertainment events, field trips, community service, etc.) He would assist in driving and/or transportation to and from events and will require use of a personal vehicle or MB2B transportation. **Applicant's that wish to serve as an Activity Mentor must have a current and valid driver's license as well as valid car insurance.**
- **Lesson Mentor** – This mentor would attend the Saturday mentoring and leadership development sessions and interact with one or more mentees in lesson plans and other schedule activities.
- **Consultant Mentor** – This mentor will conduct specific lessons or workshops for the Mentoring Brother 2 Brother organization that is within with his professional, work skill, trade, special interest, or interesting hobby. (I.e. photography, audio, fishing, camping, auto mechanics, carpentry, etc.)

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## **Administration**

Provide overall administrative support for organizational business that may include print production, filing, updating resources, revising forms, mailing and responding to phone calls.

Time Commitment: Approximately 4 hours every three months

## ***Organizational Activities (Field Trips and Event Chaperones)***

Provide transportation to and from organizational events and schedule field trips within the Dallas/Fort Worth metroplex area. Will require use of own vehicle must provide proof of insurance and current valid driver's license.

Time Commitment: On an as-needed basis. Will provide a 48-hour notice for transportation or chaperone needs.

## ***Community Service Projects***

Work with the organization to provide opportunities for community service projects for youth aged six to eighteen or provide liaison functions for organizational community service project within the Dallas/Fort Worth community developed by the organization.

Time Commitment: 2-8 hours per community service project. Organization typically initiates 3-6 community projects during a fiscal year.

## **Fund Development & Fundraising**

### ***Grant Research***

Provide grant research and writing assistance.

Time Commitment: 4-8 hours a week

### ***Corporate Sponsorship***

The organization is seeking volunteers who have expertise in developing, securing and maintaining long-term corporate alliances and partnerships with businesses, foundations and corporations for financial, In-Kind and resource allocations.

Time Commitment: 4-8 hours a week

### ***Major Fundraising Event***

Our primary fundraising event for the Mentoring Brother 2 Brother, Inc. organization is called **Celebrating Rising Stars (CRS)** which is a community awards dinner and gala designed to celebrate the mentee's in the program as well as African-American male community, business and civic leaders. This event is typically held dependent upon other organizational program events and mission strategies during the planned fiscal year with a tentative May 2010 date for our CRS4 event.

**The other sub-committees related to CRS include-**

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- Corporate Sponsorship, Individual Sponsorship & Ticket Sales
- Event Administrative Support
- Security/Logistics

Time Commitment: 6-9 month commitment between December 2009 and June 2010 during with 1-2 hours a month for sub-committee meetings

## Community Events

### *Hotter N July Annual Basketball Camp*

Mentoring Brother annually hosts and coordinates a basketball camp, **Hotter N July**, is held annually during the month of July. The five-day camp is typically held between the hours of 7:30am – 4:00pm and is open to both boys and girls aged eight to seventeen. Visit our website at <http://mb2b.org> to obtain more information about the camp and download the HNJ09 Camp Volunteer application. Please contact **Mr. Ray Schufford** at [ray@MB2B.org](mailto:ray@MB2B.org) for more information. In addition to general camp volunteers this event also requires-

- Volunteer Coaches
- Camp Support Volunteers (Administration, Medical and Logistics)
- Corporate Sponsors

Time Commitment: 4-8 hours a day during the camp week **TBD in July 2010 from 7:30am – 4:30pm**

## Communications

Provide media contacts and/or support for organizational news and information through – public service announcements, radio, print, TV, newspapers; also, liaison for local, regional and national media contacts for organizational press and media profiles, features and news reports/items regarding the organization and its mission.

Time Commitment: 6-15 hours a month

## MB2B African American Male Youth Symposium

This all-day event targets African American young men between the ages of 10 and 18 for workshops and interactive sessions related to youth development issues, leaderships, academics, careers and Arts & Culture. [The next African American Male Youth Symposium is TBD](#). Volunteer and other event opportunities include-

- Corporate Sponsors
- Logistical Support/Security
- Keynote Speakers
- Registration
- Marketing
- Workshop Facilitators/Presenters