

POLICY NUMBER:

APM- 02 - 01

DATE:

August 1, 2001

ISSUED BY:

Carlos A. Gimenez

City Manager

CITY OF MIAMI



REVISED
SECTION
Established

REVISIONS

DATE OF
REVISION
08/01/01

ADMINISTRATIVE POLICY

SUBJECT:

MENTOR PROGRAM

PURPOSE: To provide an official policy for all regular full time City of Miami employees to partner with Big Brothers/Big Sisters of Greater Miami to become mentors to children in Miami-Dade County Schools within City of Miami limits.

The Policy will be as follows:

I Program:

In an effort to effectuate the goal of becoming mentors to children in Miami-Dade County Schools within the City of Miami, partnered with Big Brothers/Big Sisters of Greater Miami, City employees will be matched with students from local schools to accomplish the following objectives:

- A** To provide youth with a positive role model who can offer friendship, moral support, guidance and enthusiasm in pursuing ones educational and personal goals.
- B** To provide ideas for alternative choice activities to build a life foundation that will not include the use of drugs and alcohol.
- C** To provide assistance in developing positive and constructive learning/study habits that will curb school absenteeism and drop out and help improve grades.
- D** To maintain a supportive relationship that will increase self-esteem, emphasize career awareness, facilitate learning and promote goal setting.
- E** To instill in City employees a sense of civic duty and foster employee community service involvement.
- F** To promote the City of Miami as an entity which cares about and prospers with the success of its young citizens.

II Procedure:

- A** The mentor program will consist of group activities at selected schools. Mentors from our City workforce will provide voluntary service by meeting with the partnered student for one (1) hour per week. Mentors will allowed one (1) hour total travel time to and from the school. Mentors will be carried on City time which will be payroll coded as **Mentor Program Leave Time (MP)** when performing this service.
- B** Employees acting as mentors will be responsible for providing his/her department with a signed attendance form as provided by the City (see attached form).

- C** There will be no more than one hundred (100) volunteer City employees assigned as mentors to the participating Miami-Dade Schools within the City of Miami. Employees who volunteer to be mentors must be regular, full time employees and be employed by the city for one (1) year.
- D** Based upon the needs of the department, Directors are encouraged to allow employees mentor time off, however, they reserve the right to deny assignment to this program when necessary.
- E** Big Brothers/Big Sisters of Greater Miami (BBBS) will coordinate all meetings, training sessions and activities.
- F** The Mentor Program will run on a school calendar year.
- G** Mentors will receive training from qualified staff of BBBS and of the selected school and will be welcome to make suggestions to enhance the program. BBBS will provide assessment for both the mentors and students. Mentors will attend workshops regarding the role of the mentor, career mentoring and related activities.