

# **Bridges to Adelphi Peer Mentor Program**

## **Application Packet**



**Directions:** Please read and complete the following application packet for the Peer Mentor position and bring it, along with a copy of your resume, to your scheduled interview with our Social Coordinator, Maria Lewis.

If you have any questions at any point while filling out the application, please do not hesitate to reach out to our Social Coordinator at [MaLewis@adelphi.edu](mailto:MaLewis@adelphi.edu).

### **Program Description**

The Bridges to Adelphi Peer Mentor Program is a social support service provided to Adelphi University students enrolled in the Bridges to Adelphi Program. These students have often been diagnosed with Autism Spectrum Disorder and other non-verbal and neurological-social disorders.

**Mission:** Our mission is to provide support and guidance to our students through peer mentoring relationships that will help them achieve their self-determined social goals and assist them in transitioning to Adelphi University socially and academically.

We achieve our mission by pairing our students with Peer Mentors that provide the following mentoring functions/services:

- Acceptance/support/encouragement
- Suggestions/guidance
- Social goal formulation and clarification
- Socialization
- Advocacy
- Brokering
- Behavioral modeling
- Role playing/coaching

### **Our Values:**

1. Self-determination
2. Empowerment and Advocacy
3. Community
4. Awareness & Acceptance
5. Inclusiveness
6. Cultivating Professional & Personal Development
7. Creativity
8. Teamwork
9. Quality Services
10. Consistency & Communication

## **Peer Mentor Volunteer Position Description**

**Volunteer Title:** Peer Mentor

**Peer Mentor Job Description:** In the Bridges to Adelphi Peer Mentor Program, a Peer Mentor provides a social support service to students with Autism Spectrum Disorder (ASD) for a full academic year. A Peer Mentor's role is to provide mentoring functions/services that will assist a Bridges student with their self-determined social goals and the transition to college life.

**Peer Mentors frequently provide the following mentoring functions and services:**

- Acceptance/support/encouragement
- Suggestions/guidance
- Social goal formulation and clarification
- Socialization
- Advocacy
- Brokering
- Behavioral modeling
- Role playing/coaching

**Time Commitment:**

- Required to commit to volunteer position for one academic year
- Meeting time + report writing = an estimated 1.5 hr time commitment per week

**Peer Mentor Responsibilities & Duties include:**

**Training:**

- Attend group training for position with Peer Mentor Coordinator

**Meetings:**

- Meet consistently with paired Bridges student once a week for at least an hour on campus
- Send confirmation email to paired Bridges student and c/c [bridges@adelphi.edu](mailto:bridges@adelphi.edu) (always) the day before scheduled meetings to confirm meeting place and time
- Remind student of next appointment at the end of each meeting (scheduled the same time and day every week to create consistency)
- Assist with social goal formulation and assessing social goal progress
- Plan with the student tasks that can be accomplished to achieve social goals
- Encourage student to attend Bridges monthly social events, and join them if schedule permits
- Introduce Bridges students to organizations and clubs on campus
- Introduce student to friends and other students on campus as long as confidentiality remains intact at all times
- Model appropriate social behaviors/ be a role model

- Help Bridges student create a meaningful relationship and develop a sense of belonging to campus
- Attend at least one Bridges or on-campus social event with student

**Reports:**

- Email weekly to designated supervisor a peer mentor report no later than 48 hours after your scheduled meeting using the peer mentor report template provided during training
- Thoroughly document student's social goals and progress in reports, as well as provide adequate detail of activities done during meetings

**Supervision:**

- Attend monthly group supervision with designated Peer Mentor Supervisor to discuss student's social progress

**Required Skills Needed:**

- Strong communicator
- Strong writer
- Strong time management skills
- Active on campus

**Required Competencies Needed:**

- Responsible
- Reliable
- Empathetic

**Peer Mentor Application**

**Personal Information**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_  
*(Please provide email we can best reach you by)*

**Cumulative GPA:** \_\_\_\_\_ **Credits Earned:** \_\_\_\_\_  
*(If you are a freshman, record cumulative High School GPA)*

**Class Standing:**

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Student

**Are you a transfer student?** \_\_\_\_\_

**Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**Are you a commuter or resident?**

- Commuter
- Resident

**How did you hear about the Bridges to Adelphi Peer Mentor Program?**

\_\_\_\_\_



Do you belong to any campus organizations or Adelphi sports teams? Y\_\_\_N\_\_\_

If so, please list them:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Please list previous or current community service experience:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

Please list your personal interests/hobbies:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_
- (4) \_\_\_\_\_

**Essay**

Please answer the following question in a brief cohesive essay and enclose it within this application on a word document:

- (1) Why are you interested in volunteering as a Peer Mentor for the Bridges to Adelphi Peer Mentor Program?

*\*Required Essay Format: Times New Roman, 12 pt. font, double spaced*

**Disciplinary Check**

You must have a disciplinary check in order to work with our students. By signing below, you are authorizing us to perform this disciplinary check with the Office of Student Affairs.

I, \_\_\_\_\_, hereby authorize Adelphi University personnel in the Office of Student Affairs to disclose personal identifiable information, specifically regarding past or present disciplinary action against me. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to the Office of Student Affairs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID # (required):

**Electronic Letter of Recommendation**

*We require one letter of recommendation from a Professor, Supervisor, or Coach.*

Please send the following electronic link to your chosen recommender immediately after you complete this application so they can access and complete our electronic recommendation form:

<https://goo.gl/forms/yq0YWqDXNmB0Mymj1>

Please note that there is no due date in which the electronic letter of recommendation must be submitted; however, it is strongly encouraged to have your recommender complete it by the time of your scheduled interview so we have all materials needed to make an informed decision as to whether you are a good fit for the Peer Mentor role.

**Peer Mentor Responsibilities & Procedure Agreement**

The purpose of this Agreement is to precede a year-long contract agreement under which you will provide social services as a Peer Mentor to a Bridges to Adelphi student enrolled in the *Adelphi University Bridges to Adelphi Program*.

Peer Mentors agree to do the following in order to fulfill the Peer Mentor role:

- Serve as a peer mentor for at least one full year;
- Meet with their Bridges student once a week for at least an hour on campus;
- Email their student the day before a scheduled meeting to confirm the date, time, and location, and c/c the Bridges email [bridges@adelphi.edu](mailto:bridges@adelphi.edu) always;
- Remind their student of next appointment at the end of each meeting (preferably the same time and day every week to create consistency);
- Email their designated Peer Mentor Supervisor a weekly peer mentor report utilizing the template provided;
- Submit their peer mentor report to designated supervisor no later than 48 hours after a scheduled meeting;
  - Submitting three late reports over the course of the semester will result in a performance evaluation meeting with the Peer Mentor Coordinator;
- Introduce Bridges students to organizations and clubs on campus and encourage their student to attend Bridges monthly social events, and join them;
- Attend at least one bridges or on-campus social event with student;

- Make introductions to other friends and students on campus as long as confidentiality remains intact at all times;
- Contact the Social Coordinator of the Bridges Program immediately at [MaLewis@adelphi.edu](mailto:MaLewis@adelphi.edu) or 516.877.4181 if there should be any concerns regarding their student, or any student in the Bridges Program;
- Attend monthly group supervision with designated Peer Mentor Supervisor of the Bridges Program;
- Peer mentors do not conduct therapy, nor are they asked to do any crisis interventions;
  - o They are asked to be a confidant and friend who assists with helping their student develop the social aspects of the student's college life;
- Maintain confidentiality of the identity of the Bridges student they work with

By signing this document, I am agreeing to uphold the responsibilities and procedures set forth here, as well as acknowledge that consistent failure to adhere to the outlined responsibilities and procedures will have consequences (i.e., performance evaluation meeting or termination from position).

*Print Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*We thank you for your commitment to the Bridges to Adelphi Program's Peer Mentor Program*