

Programs – Support: Volunteers

Volunteer Position Description: TACA Volunteer Mentor

Purpose: The TACA Mentor Program serves under the Support branch of TACA Programs. The TACA Mentor Program is a Support program that provides direct one-to-one support to parents of individuals with autism from a seasoned TACA Parent Mentor. That support is focused around shared experience as autism parents and navigating the autism journey while utilizing TACA Programs and resources to create a family plan.

Volunteer Mentor (VM)	
Definition of Role:	As a volunteer, an VM supports assigned families seeking mentorship from TACA.
Location:	Remote volunteer providing support from home or any place conducive to provide mentor support.
Responsibilities & Duties:	<p>Requirements:</p> <ul style="list-style-type: none"> • <i>This position is the initial volunteer position within TACA Programs.</i> • Be a TACA Mentee for at least one year; with a letter of recommendation in support of their expertise, knowledge and ability, individuals with two months experience as a Mentee may be eligible to apply for the TACA Mentor position • Complete volunteer mentor application, meet program qualifications with requisite experience, and agree to program responsibilities and policies. • Complete initial (TACA Message & Mentor training) and ongoing volunteer trainings throughout the year. • Able to navigate and utilize Facebook groups, TACA Connect, and email. <p>Activities:</p> <ul style="list-style-type: none"> • Active Mentor - providing support to families assigned and responsive to Coordinator requests (communication and data) • In good standing - positive feedback from mentees, responsive to the Coordinator, positive Social Media presence and communication as outlined in the TACA Social Media Policy, implements training • Learning opportunities – may participate in Conferences, TACA education events, etc. • Fundraising - May support annual campaigns <p>Responsibilities:</p> <ul style="list-style-type: none"> • Completed Volunteer Mentor application, trainings and monthly data reporting required • Follows all policies and procedures as outlined in the TACA Volunteer Handbook
Reports to:	Direct: Mentor Support Coordinator Supervision: Volunteer & Support Lead Management: Program Director Additional support: HR & Program team For communities with local active leadership volunteers, VM will collaborate and may receive support from Volunteer Leadership.
Length of Assignment:	Long term and at-will. Volunteers will be “retired” if they are unresponsive to Mentor Support Coordinator for 6 months. Upon retirement or resignation, all benefits will no longer be available unless otherwise specified.
Time Commitment:	Volunteer approximately 5-10 hrs. per month at the discretion of the volunteer

Orientation/Training:	<ul style="list-style-type: none"> • All training as a part of onboarding as a TACA Mentee • TACA Message Training and Quiz • TACA Mentor Program Training and Quiz • Data reporting <p>TACA trainings are updated as needed and announced in the TACA Mentor FB Group. See TACA Connect for the most current versions of training modules.</p>
Qualifications:	<ul style="list-style-type: none"> • Parent/Caregiver of a child on the Autism Spectrum Disorder • TACA Mentee for at least one year; with a letter of recommendation in support of their expertise, knowledge, and ability, individuals with two months experience as a Mentee may be eligible to apply for the TACA Mentor position • At least 1 year of experience navigating educational and/or medical advocacy for ASD is preferred • Be 18 years or older • Basic written and verbal communication, planning, and organization skills • Basic computer skills or support; able to navigate and utilize Facebook groups, TACA Connect, and email • The ability to demonstrate inclusiveness, empathy, and kindness in interactions with internal and external TACA participants • Social media that refrains from sharing illegal activities, offensive comments, violent and aggressive behavior, sexually explicit material, or confidential information • Complete volunteer application and meet program qualifications with agreement and acknowledgement of all requirements and responsibilities
Support Provided:	<p>Participation in private FB Group for TACA Mentors Resources through TACA Programs Private Volunteer Community and resources on TACA Connect Access to TACA+ library Participation in TACA Conferences and access to benefits</p>
Fundraising:	<p>Support provided to create and maintain a Family & Friends page.</p>
Development Opportunities:	<p>Access to volunteer training, TACA Conferences/seminars, etc. Promotion to other volunteer positions May support National/Regional Virtual Education and Support events.</p>
Benefits Provided	<p>TACA+ membership TACA Conference registration Program materials Support from Program staff and guest speakers Training and professional development available</p>

For more information, please visit the Volunteer Corner in TACA Connect and supporting documents:

- Volunteer Handbook, Descriptions, Application
- TACA Social Media Policy
- Volunteer Training
- Volunteer Benefits
 - Free registration at all TACA events