

**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.

<b>Volunteer Mentor (VM)</b>	
<b>Definition of Role:</b>	As a volunteer, an VM supports assigned families seeking mentorship from TACA.
<b>Location:</b>	Remote volunteer providing support from home or any place conducive to provide mentor support.
<b>Responsibilities &amp; Duties:</b>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• <i>This position is the initial volunteer position within TACA Programs.</i></li> <li>• 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</li> <li>• Complete volunteer mentor application, meet program qualifications with requisite experience, and agree to program responsibilities and policies.</li> <li>• Complete initial (TACA Message &amp; Mentor training) and ongoing volunteer trainings throughout the year.</li> <li>• Able to navigate and utilize Facebook groups, TACA Connect, and email.</li> </ul> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>• Active Mentor - providing support to families assigned and responsive to Coordinator requests (communication and data)</li> <li>• 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</li> <li>• Learning opportunities – may participate in Conferences, TACA education events, etc.</li> <li>• Fundraising - May support annual campaigns</li> </ul> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Completed Volunteer Mentor application, trainings and monthly data reporting required</li> <li>• Follows all policies and procedures as outlined in the TACA Volunteer Handbook</li> </ul>
<b>Reports to:</b>	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.
<b>Length of Assignment:</b>	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.
<b>Time Commitment:</b>	Volunteer approximately 5-10 hrs. per month at the discretion of the volunteer

Orientation/Training:	<ul style="list-style-type: none"> <li>• All training as a part of onboarding as a TACA Mentee</li> <li>• TACA Message Training and Quiz</li> <li>• TACA Mentor Program Training and Quiz</li> <li>• Data reporting</li> </ul> <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"> <li>• Parent/Caregiver of a child on the Autism Spectrum Disorder</li> <li>• 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</li> <li>• At least 1 year of experience navigating educational and/or medical advocacy for ASD is preferred</li> <li>• Be 18 years or older</li> <li>• Basic written and verbal communication, planning, and organization skills</li> <li>• Basic computer skills or support; able to navigate and utilize Facebook groups, TACA Connect, and email</li> <li>• The ability to demonstrate inclusiveness, empathy, and kindness in interactions with internal and external TACA participants</li> <li>• Social media that refrains from sharing illegal activities, offensive comments, violent and aggressive behavior, sexually explicit material, or confidential information</li> <li>• Complete volunteer application and meet program qualifications with agreement and acknowledgement of all requirements and responsibilities</li> </ul>
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 &amp; 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