

## Florida Master Money Mentor Position Description

**Title:** Master Money Mentor Volunteer

**General Description:** Master Money Mentors provide one-on-one mentoring for individuals/families that are experiencing financial difficulties.

**Nature of Position:** The volunteer receives approximately 20 hours of intensive training in financial mentoring, basic money management, strategies for dealing with financial problems, credit and debt management, savings, mentoring techniques, and community resources. Some home study will be required. Opportunities are provided in class to practice mentoring skills in small groups and one-to-one teaching and mentoring.

Following the training, each volunteer agrees to provide volunteer financial mentoring with at least 24 individuals within one year of completion of training.

### Responsibilities:

- Volunteer to provide financial counseling for at least 24 individuals or families requesting assistance in the next year.
- Completion of two hours of approved continuing education each year.
- Assist individuals and families to analyze their financial situation and generate action strategies to improve their financial situation.
- Be familiar with a variety of financial management tools and community resources that may be useful to individuals and families.
- Complete volunteer activity reports and return them to the Family and Consumer Services Extension Agent.
- Promote UF/IFAS Extension as an educational resource.
- Practice effective communication and mentoring skills to interact with individuals and families in a respectful, nonjudgmental manner.
- Understand the uniqueness of an individual's attitudes, beliefs and values regarding money.

### Qualifications:

- Good communication and interpersonal skills.
- Ability to work with individuals in a respectful and nonjudgmental manner.
- Ability to maintain participant confidentiality and trust.
- Ability to attend all training sessions.
- Access to a telephone, email and transportation.
- Commitment to follow UF/IFAS Cooperative Extension financial management recommendations and avoid implying UF/IFAS Extension endorsement of any financial institution or product.

### Benefits:

- Receive Florida Master Money Mentor certification.
- Become a member of a working team providing a valuable service to individuals and families in the community.
- Receive up-to-date training and materials on financial management for personal use.
- Learn and build financial management and coaching skills.
- Gain volunteer work experience in the public sector.

**UF/IFAS Extension  
Florida Master Money Mentor  
Application Form**

**Contact Information**

Name \_\_\_\_\_ Alias/Maiden \_\_\_\_\_  
*Last First Middle*

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Employment/Volunteer Information**

Employer (if applicable) \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you currently a serving as a volunteer? \_\_\_\_ yes \_\_\_\_ no

If yes, where? \_\_\_\_\_

Describe your previous or current volunteer work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List experience and/or training in counseling, informal education or other relevant experience.

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Why do you want to be a Master Money Mentor Volunteer?

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Check the days and times you would be available for volunteer work:

Mondays     mornings     afternoons     evenings  
 Tuesdays     mornings     afternoons     evenings  
 Wednesdays     mornings     afternoons     evenings  
 Thursdays     mornings     afternoons     evenings  
 Fridays     mornings     afternoons     evenings  
 Saturdays     mornings     afternoons     evenings  
 Sundays     mornings     afternoons     evenings

Other:

Do you have access to transportation, email, and a phone for your volunteer work?     yes     no

I wish to become a Florida Master Money Mentor Volunteer and would like to be accepted into the training program. If I am accepted, I agree to attend all training sessions. After completing the training, I agree to work with at least 24 individuals or families requesting financial counseling over the next year.

I understand that my certification must be renewed annually. I understand that if I do not mentor at least 24 individuals per year, if I do not complete my continuing education requirement, if I have excessive complaints filed against me, if I use my Master Money Mentor training for personal profit, or if for any other reason it is deemed that I should no longer be certified as a Master Money Mentor, my certification may not be renewed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return application to:

Pinellas County Extension  
12520 Ulmerton Road  
Largo, FL 33774