



Position Description Mentee Member

Purpose: The PAVRO Mentor Program was developed to promote standards of excellence in volunteer management by fostering the contribution and sharing of expertise, insights and learning from experienced volunteer management professionals across Ontario. The Mentor/Mentee relationship provides a forum for knowledge sharing and collaboration in a supportive environment.

A Mentee is someone who is new to the field of Volunteer Management who wishes to be guided by an experienced individual in the field. A Mentee may also be an individual who has been working in the field for an number of years and wishes to gain further knowledge or experience in a specific area of volunteer management. A Mentee must recognize that no single person can meet all of her/his needs, but the mentor partnership can open opportunities to cultivate a network of respected colleagues in the field.

Responsibilities: The committee will work collectively to:

- Participates in the Mentor Program orientation with Mentor and Committee Advisor
- Responds promptly to Mentor's invitation for a first meeting. If Mentor has not contacted Mentee within 10 days after notification of the "match" contact her/him.
- Prepares learning goals to review and refine with mentor as needed
- Submits all pages of the signed Program and Confidentiality Agreement to the Committee Advisor immediately after the first meeting
- Participates in monthly meetings with Mentor ensuring any follow up assignments are completed prior to the next meeting
- Remains open to developing strengths and workable solutions in a mutually respectful manner
- Contacts the Mentor Program Committee Advisor as needed for any support, questions or concerns
- Keeps their Mentor and Committee Advisor up to date with any changes of contact information

Qualifications:

- Current PAVRO member
- Must have support from employer to participate in the mentor program participating in the program during work hours
- Mentees may not be in transition between jobs, as this is not a job search initiative
- Minimum of six months to one year of working in the field of volunteer management
- Excellent time management skills
- Superior listening, communication and time management skills
- Able to work independently

Characteristics of an Effective Mentee

- Willing to follow up on tasks assigned by the Mentor
- Appropriately exercises personal boundaries and discussed with Mentor Program Committee Advisor any conflicts of interest should they occur during the partnership
- A person who likes to set goals and achieve them
- Willing to learn, grow and ask appropriate questions
- Maintains confidentiality and integrity at all times; the Mentee does not discuss or share information outside of the relationship

Code of Conduct:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Mentor Program Committee. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVRO business.

Benefits:

- Increase confidence and ability to perform your role
- Develop additional skills and knowledge
- Benefit from personalized, on-on-one support from an experienced professional
- Develop breadth and depth of skills
- Broaden your network and reduce isolation
- Clarify future goals

Position Term

- Ten Months

Hours/Commitment:

- Minimum monthly time commitment of 1-2 hours

Approved: May 5, 2017