



PAVRO™

Professional Association of Volunteer Leaders- Ontario

LEADING VOLUNTEER ENGAGEMENT

Mentee Role Description

Summary of Role

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 professionals in the field. 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 a 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.

Reports to: PAVRO Mentor Program Committee Advisor

Program Term: One-year commitment, January - December

Hours/Commitment: Minimum monthly time commitment of 4 hours

Duties and Responsibilities

- Reviews materials provided by the Committee Advisor and arranges further orientation with Advisor and Mentor, if required.
- Responds promptly to Mentor's invitation for a first meeting. If Mentor has not contacted Mentee within 10 days after notification from the Committee Advisor, contact her/him.
- Sets a mutually agreeable meeting schedule with Mentor
- Prepares learning goals to review and refine with mentor as needed
- Review and signs Program and Confidentiality Agreement with Mentor

- Prepares for each meeting ensuring any follow up assignments are completed.
- 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 with the mentor partnership that cannot be resolved with partner.
- Keeps their Mentor and Committee Advisor up to date with any changes of contact information
- Completes an on-line evaluation at the conclusion of the partnership

Qualifications

- Current PAVRO member
- Must have support from employer to participate in the mentor program if participating in the program during work hours.
- Must currently be working in the field of Volunteer Management
- Minimum of six months to one year of working in the field of volunteer administration
- Excellent time management skills
- Strong communication 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 discusses with Mentor Program Committee Advisor any conflicts 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

Benefits

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

Last updated: October 2020