



PAVRO™

Professional Association of Volunteer Leaders- Ontario

LEADING VOLUNTEER ENGAGEMENT

Mentor 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.

Mentors play an important role in helping to guide and inspire someone who is new to the field of volunteer management or who wishes to further develop their professional experience, knowledge or expertise. Mentors share their experience, insight, best practices and level of excellence in the management of volunteer administration.

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 mentee, if required
- Initiates contact with their Mentee, within 10 days of receiving match from Committee Advisor, to set up a first meeting.
- Sets a mutually agreeable meeting schedule with Mentee
- Conducts monthly meetings
- Submits the signed Program and Confidentiality Agreement to the Committee Advisor immediately after the first meeting, once both partners have signed.
- Assists the Mentee with prioritizing, strengthening or changing goals if required, and sets action plans accordingly
- Helps mentee to develop strengths and generate workable solutions in a mutually respectful manner

- Shares best practices of the profession, their role and scope of duties
- 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 mentee 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 PAVR-O member
- Minimum of five years of working full-time in the field of volunteer administration or relevant experience
- Must have support from employer to participate in the mentor program if participating in the program during work hours.
- Participates in on-going professional development
- Demonstrates a clear and solid understanding of a specific topic, subject, or area that can assist the personal and professional growth and development of mentee
- Excellent time management skills
- Superior listening, communication and interpersonal skills

Characteristics of an Effective Mentor

- Encouraging, motivating and open to sharing experiences
- A positive, patient and non-judgmental role model
- Appropriately exercises personal boundaries within the scope of the role
- Presents information carefully without bias and provides access to different points of view
- Respects their Mentee and treats them as a professional colleague by guiding and supporting them through constructive feedback
- Empowers the Mentee to make decisions rather than making decisions for them
- Maintains confidentiality and integrity at all times; the Mentor does not discuss or share information outside of the relationship
- Is honest and realistic about the support they can and cannot provide

Benefits

- Engage in and give back to your professional community
- Further develop your leadership and coaching skills in supporting others
- Support and guide a colleague
- Realize personal satisfaction through sharing knowledge, skills and experience
- Raise your profile within your organization
- Build your resume even more
- Use 10 points toward leadership if you are looking to become certified

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