

## TASK LIST

**Position Title: Mentor Program Coordinator (MPC)**

**Reports to: Vice President**

1. MPC receives email from prospective mentees (at which point the prospective mentee is asked to complete the online Mentorship Request Form).
2. MPC receives completed online Mentorship Request Form.
3. Within 5 calendar days of receiving either an email or an online Mentor Request Form, the MPC makes contact with the prospective mentee to let them know their inquiry has been received and that the MPC will be reviewing their information and will get back to them after having done so.
4. After the prospective mentee has filled out the online form the MPC needs to determine whether or not the individual is an EDRA member. (This can be done by contacting the Website & Technology volunteer who can access the membership database and provide the needed membership information.)
5. If the prospective mentee is not an EDRA member, the MPC explains to the individual that the EDRA Mentor Program is a benefit of membership and hopes the individual will consider joining the organization so that they will have an opportunity to take advantage of the program and that the MPC looks forward to working with the individual in the future.
6. If the individual is not an EDRA member, the MPC is asked to also cover other benefits of membership at a high level:
  - a. Endorsed competitive rides with direct EDRA oversight,
  - b. Mentor Program,
  - c. Service Program,
  - d. Awards Program,
  - e. EDRA in Motion Challenge,
  - f. Annual Conference,
  - g. Pre-competitive ride educational clinics, and
  - h. During this conversation the MPC should also advise the prospective mentee that if they are assigned a mentor that does not seem to be meeting the mentee's needs, the person should reach out to the MPC. The MPC can reassign the individual to a different mentor and/or can coach the mentor accordingly. As each individual has their strengths/weaknesses and EDRA's volunteer mentors wish to enhance their skills and abilities. The only way the mentors learn of perceived short-comings is if/when an individual provides the needed feedback.
7. If the prospective mentee is an EDRA member, the MPC should review the submitted information with the individual to better help match the mentee with the appropriate mentor. The information should be augmented as needed by the MPC. For example, the MPC may want to ask the prospective mentee for their general location, so that if mentor/mentee decide to meet in-person, they are more easily able to do so.
8. The MPC sends an email to the current mentors (the mentor group) with a subject "MENTORS." The MPC asks the mentor group to review the information and asks who may be interested in providing mentor services to the individual. Those in the group willing to take on the mentee are asked to advise the MPC of their inclination.

9. From those willing to take on the mentee, the MPC assigns a specific mentor to contact the mentee and instructs them to copy the MPC. By copying the MPC, the MPC knows that an initial mentoring relationship has been established.
10. The MPC thanks others who were willing to take on the prospective mentee and advises them that an assignment has been made.
11. Generally speaking, when no one responds to the mentor request email, the MPC is responsible for providing mentoring until such time as someone else is identified.
12. Approximately three months after the mentor/mentee relationship has been introduced, the MPC contact the mentee to see how things are going and to see if the mentee feels they are assigned to a mentor that seems to be meeting the mentees needs. The MPC can reassign the mentee to a different mentor and/or can provide the mentor with ideas on how to better meet a mentee's needs. Each individual has their strengths/weaknesses and EDRA's volunteer mentors wish to enhance their skills and abilities and will only know of perceived short-comings if/when the information is shared in a constructive, positive and educational manner.
13. The MPC is also responsible for overseeing the EDRA Mentor Facebook page, if one has been established. This is a private page, set up for the mentors to discuss mentoring strategies, discuss how to support each other, determine whether or not a particular mentee is best matched with their current mentor, and other related topics.
14. The MPC is responsible for ensuring the mentor email group is updated and includes all volunteer mentors.
15. The MPC may wish to encourage mentors to establish a private Facebook page in order for their mentees to use as a communication tool, particularly if/when a mentor has multiple mentees.
16. Periodically, a mentee will indicate an issue with their current mentor. When this occurs, the MPC works with the mentee to try to better match their needs – perhaps reassigning the mentee to a different mentor, providing coaching/feedback to the mentor, and/or assisting the mentor/mentee in some other fashion, depending on the needs of both.
17. Annually the MPC checks with mentors to determine their willingness to continue mentoring and require the mentor to review and modify their EDRA website biography.
18. Throughout the year the MCP identifies and recruits new mentors with needed skills/interests/experiences.

#### ADDITIONAL SUGGESTIONS FROM BONNIE:

1. Add blanks to the online Mentorship Request Form asking for the optional information:
  - a. EDRA Membership #
  - b. City & state of residence