

# I. role of the mentor

INFOSHEET

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## how to use this form?

This form is about mentoring. The idea is that you describe all the activities that your organisation executes to allow the mentor to execute the activities that are needed. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of the mentor activities. You can think of questionnaires that the mentor might use to cover certain subjects during the mentor meetings, a mentor profile or for instance formats to describe learning objectives of the volunteer. Describe who is doing what, when and how for each step.

We identified five steps:

1. Recruiting and profile: how do you recruit the mentor? Do you have a mentor profile (job description)? How do you use this profile?
2. Training of the mentor. How do you prepare the mentor for his/her role as mentor? Does your mentor participate in formal trainings? Do you have another support system in place to support the mentor in his/her role? Who can the mentor turn to for help or questions?
3. Role, and position within the organisation: is the mentor a freelancer, volunteer or staff member? Do you use a labour/volunteer contract for the collaboration with the volunteer? Does the mentor executes other activities for the organisation? Who does the mentor report to?
4. Activities, including addressing challenging situations: what are the tasks and responsibilities of the mentor? Is there a procedure or protocol to address challenging situations? Is there a fixed schedule for the mentor meetings that take place? Do the volunteers have a say in the structure of this schedule? What subjects are covered during the mentor meetings? Are mentor meetings evaluated (with the mentor and with the volunteers)?
5. How is communication organised between the mentor and other relevant parties (internal stakeholders, including volunteers and external stakeholders)?

how?

what?

who?

when?