



Mentoring Program Application for Mentors

Mission Statement

The Hamilton Administrators of Volunteers (HAV) is committed to developing, promoting and supporting professional excellence among those individuals empowered with the management of volunteers.

Goals and Objectives

- To promote the profession of Volunteer Management.
- To ensure that educational and professional development opportunities meet the identified needs of our members.
- To encourage and provide opportunities for networking.

What makes a great mentor?

- ✓ Enjoys sharing their knowledge and experience
- ✓ Actively pursues professional development for lifelong learning
- ✓ Is an inspiring and motivating role model
- ✓ Is effective at giving honest, direct and constructive feedback that encourages development
- ✓ Can guide the learner to discover their own answers rather than always providing “the right answer”
- ✓ Is respectful and non-judgemental of others’ opinions and goals
- ✓ Has the time and mental energy to devote to the relationship

Time Commitment – One year, one hour a week.

Mentor Application

First Name: _____ Last Name: _____

Job Title: _____ Organization: _____

City: _____

Work Phone Number: _____ Email: _____

Do you have any of the following certifications?

Volunteer Management Certificate

CVRM Certified Volunteer Resource Manager

Other: _____

Are you a member of any of the following organizations?

Volunteer Management Professionals of Canada (formerly CAVR)

PAVR-O

Other organizations: _____

Mentoring Program Application for Mentors pg.2

List any relevant classes/workshops that you have taken:

What are you passionate about within your field?

i.e. Policies and Procedures, Position Descriptions, Volunteer Cycle (Assesment, Position Design, Recruitment, Intake/Screening, Orientation/Training, Supervision and Feedback, Recognition and Retention), Best Practices, Time-Management, etc.

1. _____
2. _____
3. _____

This program is designed to provide guidance and support to the mentee for an entire year, based on S.M.A.R.T. goal setting: Specific, Measurable, Attainable, Realistic and Time-bound.

You will be expected to help the mentee with this process throughout the year by committing one hour a week, or the equivalent of, in parcels of time agreeable to you both.

Confidential Agreement:

I understand that information shared between participants will be kept private and confidential.

A breach of this agreement will result in termination from this program. I have read and understand the terms for the mentor/mentee matches and I agree to adhere to the boundaries and timelines of the Mentor/Mentee Program.

Date: _____ Signed: _____

Please return to: Jody Casselman, Casselm@hhsc.ca