



## HAV Mentorship Program

### Mission Statement

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.

### Introduction:

Administrators of volunteers work in fast-paced environments, managing multiple tasks, diverse job expectations, responsibilities and challenges. Through the HAV Mentorship Program, experienced Administrators of Volunteers help guide and support newer professionals in the field of Volunteer Management by sharing their experience, insight and best practices in a supportive role. Mentors and Mentees must be members of HAV in good standing.

### Goals of Mentoring:

- The goal of the HAV mentoring program is to provide guidance and support to individuals who are new to the volunteer management profession
- To foster lifelong learning
- To build relationships and provide networking opportunities

### Mentor Program Overview and Terms for Mentor/Mentee Matches

- A member of the HAV executive committee will facilitate the mentorship program and is responsible for making appropriate matches.
- The mentor/mentee match is for one year, starting when the mentee is matched with a mentor.
- The program facilitator will contact both parties via email when a match has been made.
- Once the facilitator has made an introduction to both parties, the mentee is responsible for initiating contact with their mentor to arrange their first meeting; this meeting can be in person or by phone.
- During the initial meeting the mentor and mentee will discuss frequency of meetings, communication techniques (phone, email, Facebook, in person) and the mentee's goals and expected outcomes.
- The program facilitator will be available to either the mentor or mentee if they have any concerns or questions regarding the scope of the match.
- The program facilitator will check in with the mentee within three weeks of the initial contact to ensure both parties have met, discussed mentee's goals and terms of contact.
- The program facilitator will check in with both the mentor/mentee within three months of the initial match to ensure mentees goals are being met.
- The mentor or mentee will contact the program facilitator one month prior to end of their match and the facilitator will email both parties a participation/satisfaction survey.

Click [here](#) to become a mentor! Click [here](#) to be connected to mentor!