

Tillamook County Master Gardener's Association Procedures

2.21

Subject: MENTOR COORDINATOR

Purpose: To mentor the new class of Master Gardener Volunteers

- Task 1** November and December: Line up potential Mentors for the incoming MG class. This is best done with current year's class as they generally appreciated having some help. Also good potential would be the class from last year who are still active and plan to take the classes.
- Task 2** Meet with OSU/MG secretary as soon as class schedule is finalized to work on Mentor and Apprentice Handbooks for updating. Mentor Coordinator should use the class schedule to plan discussion topics for each class. This schedule and topics should be included in the Mentor Handbook.
- Task 3** Begin to line up speakers for each class. The Mentor Coordinator will introduce speaker and topic to class, beginning at 9:00 am on day of class. Speakers will speak to the class for 5-10 minutes on a pre-arranged topic, appropriate to the class topic.
- Task 4** December: Finalize Mentor and Apprentice Handbooks with OSU/MG secretary. This needs to be done so the handbooks will be ready for the Mentor Orientation. (Mentors also get a copy of the Apprentice Handbook.)
- Task 5** January: Hold an Orientation Session for new and returning Mentors to go over their expectations and obligations. This is typically set for the week before Orientation. Stress the importance of teamwork so no one mentor carries the burden of contacting Apprentices. Thus the need for 3-4 mentors per team.
- Task 6** Apprentice Orientation:
- While the Apprentice Orientation is going on, Mentor Coordinator will assign team members and have the roster ready before the Orientation breaks for coffee. This is the first time the teams will meet as a whole. (Assigning teams is a last-minute thing, due to last minute registrations.)
 - Try to consider geographical convenience when assigning teams and mentors. No mentor should have to make more than 2 long distance phone calls to team members.
 - Have teams choose refreshment weeks and team names. They can be called team A, B, C, D until proper names are chosen.

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Procedures

- Task 7** Mentor Coordinator needs to email Mentors each week at least 3 days before class to highlight what Mentors should talk to Apprentices about when they call and to remind them of the Chapter reading assignments, discussion topic, and any specifics for the class, i.e. bring soil sample, photos due for contest, etc. for the next week.
- Task 8** Before each class, make announcements concerning refreshments and thank those bringing for the week. Mentor-Apprentice breakout sessions will be held from 9:15 to 9:30 am. Be a timekeeper for the Mentor-Apprentice sessions and float between groups to answer questions during the time period.
- Task 9** April-December: After classes, periodically contact Mentors to remind them to stay in touch with their team members. Encourage Mentors to contact Apprentices about how are they doing on office hours, special project interests, interest in involvement with TCMGA, etc. Contact Apprentices regarding the Awards Banquet, encourage them to attend, and welcome them upon arrival.
- Task 10 Make timely reports at Chapter and Board meetings as requested by the President. Submit reports in writing to President and Recording Secretary.

Knowledge, Skills and Abilities

- Have good communication skills.
- Ability to use email.
- Have good organizational skills.
- Available to attend all or most of the Master Gardener classes.