

MENTOR PROGRAM COORDINATOR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees

(d) Member Services Committees.

(2) New Member Orientation. This committee shall be composed of the Chair, a Mentor Program Coordinator, and members as deemed necessary to orient and process prospective and new members, educate them regarding Chapter and National Assistance League practices and programs, promote new members' committee participation, and conduct a mentor program which pairs new members with chapter mentors as requested.

The Coordinator shall:

1. Be appointed by the Third Vice President/Member Services Chairman, with Board approval.
2. Serve on the New Member Orientation Committee for the purpose of conducting the Mentor Program.
3. Attend Member Services Committee and New Member Orientation Committee meetings.
4. Identify other Assistance League members as necessary to assist with the Mentor Program
5. Participate in ongoing development and maintenance of the Mentor Program.
6. Recruit and train mentors to help new members transition from applicant to volunteer within the Assistance League of Salt Lake City.
7. Coordinate the pairing of prospective mentors and mentees with the New Member Orientation Chair.
8. Ascertain whether a new member requests or declines to be paired with a mentor.
9. Assign mentors to new members to create relationships that benefit the new member and align their stated interests and skills with their own needs and those of the Assistance League of Salt Lake City.
10. Submit budget needs of the Mentor Program for the succeeding year to the Member Services Chairman by their requested deadline.

11. Maintain, update, and follow Mentor Program Guidelines, the Mentor/New Member Checklist, and other documents in the Mentor Program procedure handbook.
12. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology: MS Word, email