



MEN ORING PROGRAM

Mentoring Branch Job Descriptions

Director of Mentoring – The Director reports to the Chief, Education and Training, National Headquarters Civil Air Patrol. The Director is responsible for the management and further development of the Civil Air Patrol Mentoring Program.

- The Director shall establish an Advisory Committee to continually monitor, evaluate and advise the Director on the progress of the CAP Mentoring Program. The committee shall meet at least quarterly and may meet more often at the direction of the Director of Mentoring. The Director shall serve as Chair of the Committee.
- The Director shall create a marketing strategy that uses the internet, social media, newsletters, official publications and email to recruit Mentor candidates and advertise to the members that Mentors are available and how they can assist each member.
- The Director shall be responsible for establishing prerequisites for Mentors, then registering and evaluating Mentor candidates against the prerequisite criteria. Mentor candidates shall be sought from across the entire organization.
- The Director shall maintain a list of accepted Mentor candidates in a database, appoint them as Mentors, provide for their continuing education and training as Mentors, and devise a feedback system that monitors Mentors working with Mentees.
- The Director shall be responsible for pairing Mentees with a Mentor/s that suits their needs. The Director shall update quarterly each active Mentor on the program's status via virtual meeting or emailed newsletter.
- The Director may wish to appoint the following staff to assist with the above duties:

* **Secretary, Mentoring Advisory Committee**

- At the request of the Director of Mentoring, the Secretary shall announce meetings of the committee to the committee members. They shall publish an agenda for the next meeting at their earliest convenience, take roll call of the committee meeting, take minutes of the meeting, post the minutes in Teams and perform other work assigned by the Director or the Committee as a Whole. They shall be a voting member of the Committee.

* **Mentor Continuing Education and Training Manager**

The Mentor Continuing Education and Training Manager shall assist Mentors with pursuing additional training as Mentors by publishing upcoming training of interest, monitoring individual Mentor professional development in their chosen areas of expertise and any expirations of skill sets. They shall hold virtual workshops for Mentors to assist them in being the best Mentors possible to their Mentees. With the concurrence of the Director, they may appoint up to five assistants to help with the workload.

* **Mentor Candidate Evaluation and Registration Manager**

The Mentor Candidate Evaluation and Registration Manager shall manage the online Mentor Candidate Application Form, evaluate the candidate's credentials against eService's information in their file and then submit the accepted candidate to the Mentor Candidate Evaluation Committee, which they shall Chair. If a majority of the Committee finds

the candidate acceptable, they will forward the approved application to the Mentor/Mentee Database Manager and advise the candidate that the Director has accepted them as a Mentor in the field requested in the application. The Director shall appoint 4-6 members to the Committee, as they deem necessary.

**** Assistant Manager for Mentoring Quality Assurance**

The Mentoring Quality Assurance Manager will create a feedback system for participating Mentors and Mentees, Commanders and other stakeholders to rate the program and provide input on desired changes. They will meet virtually with paired Mentors and Mentees as needed to assess the status of the program. They will address any issues that can be resolved by the Director, or refer them to other Department heads, as needed. With the concurrence of the Director, they may appoint up to five assistants to help with the workload.

*** Mentor/Mentee Database Manager**

The Mentor/Mentee Database Manager shall create and manage the Database for all accepted Mentors and Mentees. They shall design the database and generate reports from the data on file to provide the Mentor/Mentee Pairing Manager with enough information to work with when pairing a Mentor with a Mentee. With the concurrence of the Director, they may appoint up to five assistants to help with the workload.

*** Mentoring Marketing Manager**

The Mentoring Marketing Manager shall create marketing products that use the internet, social media, newsletters, official publications and email to recruit Mentor candidates and advertise to the members that Mentors are available and how they can assist each member. With the concurrence of the Director, the Marketing Manager may appoint up to five assistants to help with the workload.

*** Mentor/Mentee Pairing Manager**

The Mentor/Mentee Pairing Manager shall maintain an online registration form for members to submit requests to be paired with a suitable Mentor. The form should match criteria the same as used for the Mentor applications. Upon receipt of a request from a member to locate a Mentor for them, the Pairing Manager shall request a report from the Database Manager with the needed criteria to locate a suitable Mentor. The Pairing Manager shall then advise the Mentee candidate of the possible choices of Mentors available. The Pairing Manager shall then introduce the potential Mentor and Mentee via a virtual chat and proceed with information for both parties from there. With the concurrence of the Director, the Pairing Manager may appoint up to five assistants to help with the workload.

*** Mentors**

Mentors, upon acceptance by the Director, may mentor a mentee in the area of expertise they have been approved to work. Mentors should be familiar with CAP Pamphlet 50-7.

*** Mentees**

Mentees should be familiar with CAP Pamphlet 50-7. The Mentor and Mentee should jointly create a plan and agree on the plan execution timeline.