

# 2024 Master Gardener Volunteer Training

## Mentorship Agreement

### Purpose

The Master Gardener Volunteer Trainee Mentorship Program is designed to help trainees integrate into the Master Gardener Volunteer Program. Each mentor will be matched with three or four trainees according to interests and location. This relationship will last the duration of the Master Gardener Volunteer Training.

### Responsibilities - Mentor

- Welcome MGV Trainees into the program.
- Be available to answer trainee questions about the MGV program.
- Act as a resource for trainees in terms of subject matter covered in the training. Mentors do not have to have all the answers but should be able to help the trainees find answers.
- Build a trusting relationship with mentees.
- Maintain confidentiality with mentees in that you the mentor will not disclose anything personal the mentee has shared with you to anyone.
- Regularly check-in with mentees. The frequency (ex. weekly, bi-weekly, monthly) and mode of communication (ex. text, phone, email, etc.) should be discussed with your mentees in January and adjusted if necessary.
- Invite trainees to monthly meetings and introduce them to other MGVs.
- Help trainees complete the required volunteer activities by encouraging MGV Trainees to volunteer with you, their mentor, or connecting trainees to other MGVs if they are interested in an activity that you, the mentor, does not do.
- Help MGV Trainees with their end-of class project. This includes choosing a topic, helping review their PowerPoint presentation (if applicable), reviewing handouts, helping collect supplies, etc.
- Monthly check in with Master Gardener Volunteer Coordinator Susan Ndiaye.
- If there is a personality conflict or other issue with the pairing, mentors should confer with Master Gardener Volunteer Coordinator Susan Ndiaye. If necessary, the mentee can be reassigned.

### Responsibilities – Trainee

- Use mentor as a resource to learn more about the MGV Program.
- Ask mentor questions about any material covered in the training that is not understood or confusing. Your mentor may not be able to answer all of your questions, but they will be able to help you find answers.
- Build a trusting relationship with mentor.
- Maintain confidentiality with mentor in that you the trainee will not disclose anything personal the mentor has shared with you with anyone.
- Attend at least two monthly MGV meetings with mentor.
- Experience various volunteer opportunities with mentor. If your mentor is not involved with an activity that you would like to try out, ask them to connect you with an MGV who is.
- Seek guidance from mentor about end of class project. Ask them to help you narrow down your topics, review your PowerPoint presentation (if applicable), review any handouts, help collect supplies, etc.
- If there is a personality conflict or other issue with the pairing, trainees should confer with Master Gardener Volunteer Coordinator Susan Ndiaye. If necessary, you, the trainee can be reassigned.

## **Meeting Frequency**

For the first month of the training, mentors and trainees should have weekly or bi-weekly check-ins. This can be done via email, text message conversation, phone conversation, in-person meeting, or virtual meeting. The frequency of check-ins may change after the initial month of training.

**Preferred form of communication:**

**We will check in:**

## **Confidentiality**

Any sensitive issues that are discussed will be held in the strictest of confidence.

## **Relationship Termination**

In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame. Trainees will then be assigned a new mentor for the duration of the training.

**Date:** \_\_\_\_\_

**Name of Mentor:** \_\_\_\_\_

**Signature of Mentor:** \_\_\_\_\_

**Name of Trainee:** \_\_\_\_\_

**Signature of Trainee:** \_\_\_\_\_