



Canada

## **Board of Directors: Job Description**

**POSITION TITLE: Director of Mentorship**

### **WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?**

The Director of Mentorship is responsible for operating an effective mentorship program that results in mutually beneficial relationships.

Specific accountabilities:

- Seek out quality and experienced mentors in prospect research to provide effective mentorship for mentees.
- Match mentees with mentors – ensure that mentees are paired with a mentor that suits their needs.
- Promote the mentorship program through social media, Apra Canada events, etc.
- Develop tools and resources that can assist the development of the relationship between mentors and mentees, and assist with the recruitment of additional mentors.
- Retain and archive permanent records associated with this position.

### **DOES THIS POSITION INTERACT WITH ANY INTERNAL OR EXTERNAL STAKEHOLDERS? PLEASE IDENTIFY/EXPLAIN.**

- Interaction with the Apra Canada board is sometimes needed for guidance on issues/concerns that are voiced via mentors/mentees.
- Consistent interaction with Apra Canada members.

### **DOES THE WORKLOAD FOR THIS POSITION VARY DEPENDING ON TIME OF YEAR, OR IS IT CONSISTENT?**

The workload for this position is steady throughout the year.

### **DOES THIS POSITION REQUIRE ANY SPECIAL SKILLS OR KNOWLEDGE TO BE MOST EFFECTIVE?**

- Ability to effectively network with Apra Canada members and non-members.
- Ability to motivate volunteers.
- Maintains confidentiality of program participants.