## Job Description VUBC Unit 547 Mentoring Program Coordinator

The Mentoring Program Coordinator shall:

- Be a member of the Board
- Establish and coordinate a program by which advancing beginning bridge players (mentees) have the opportunity to be mentored one-on-one with more experienced players (mentors).
- Establish and lead a VUBC Mentoring Committee
- Solicit and maintain a list of mentors that have the experience, patience and personality to teach, via a play-together-and-learn approach, more beginning players.
- Solicit and maintain a list of mentees that have the ability and desire to be mentored. Work with IN Coordinator and Unit teachers in this regard.
- Establish mentoring "guidelines" which are given to both the mentee and mentor.
- Publicize the program within the Unit.
- Work with Unit board, Ventura Club manager and Special Games Coordinator to establish games geared to "mentoring" such as ProAms.
- Be responsive to mentor / mentee issues, complaints and suggestions. Bring these as necessary to the board's attention. In this regard, conduct occasional polls of attendees of the mentoring program
- Establish a friendly, encouraging one-on-one rapport with both mentees and mentors.

## Reference Material and Electronic Source Files:

- ACBL Handbook of Rules and Regulations <a href="http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf">http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf</a>
- 2. VUBC Mentoring Guidelines file