

Tips for new program coordinators

General Tips

- Start small and take one step at a time! Try not to overstretch yourself and take on too much at once.
- Make sure you keep up to date with best practice and professional development opportunities in the sector.
- Participate in the NRGize workshop run by the Australian Youth Mentoring Network (AYMN) – great introductory training for establishing a program.
- Consistently promote and recruit for mentors.
- If you don't have experience in delivering training, attend a professional development course to hone your skills.
- Ensure you give good, accurate information about the program to mentees when you initially meet.

Developing relationships and partnerships

- Develop partnerships and relationships that can support your work, for example: schools, businesses, sporting clubs, mentoring professionals and community agencies.
- Ensure your program is well supported by the wider community by regularly communicating the benefits and impact of the program to stakeholders.
- Find out who else in your organisation is really interested in mentoring and co-opt them to help promote the program.
- Connect with existing youth mentoring programs with similar goals, geographical regions or work with a similar group of young people.
- Link in with local youth centres to connect with staff and young people who might be suitable for your program. They may also be able to provide additional activities for mentees or matches.
- Create a reference group with representatives from a range of settings to inform your practice

What are some tips to manage my time efficiently and make sure I stay in touch with matches and case workers?

- Use your Outlook calendar to plan when you will make contact with young people or mentors, and set reminders/recurring tasks to stay on track.
- Make short 'touch base' phone calls to encourage mentors. Have a short checklist which asks the same questions of each mentor - this is good for evaluation and monitoring the match.
- During mentor supervision sessions allow mentors to determine if they need further time to debrief and schedule it for an appropriate time.