

Suggested List of Activities for the Coordinator for Group Mentorship Program with CRSI

This is a suggested list of tasks/activities for Coordinators, based on my experience as the Coordinator of the WWelcome Group. It is hopefully a helpful guide, though every group is bound to be different according to the needs of their mentees and the mix and make-up of their mentor group.

A little bit of background to WWelcome:

- Mentor group is made up of 11 members
- Mentees are 2 young adults with specific career, accommodation, health and social needs. Their spoken English is fluent
- Both live 1 hour from mentor group; meetings/activities are held in our area, the mentees area and in the middle
- Most mentor group members have children the same age as mentees, they are encouraged to engage and meet up with mentees as well
- We have developed a good relationship with the mentees case manager at CMRC who was extremely helpful in providing early support to us as mentors.

Suggested tasks/activities and tools for Coordinators:

1. Prior to meeting mentees (after CRSI training completed):

- a. Briefing (mentors with case manager if available): arrange briefing about mentees by a case manager or a suitable contact. Choose location and ensure people bring food/beverages. Explore all relevant needs of mentees with the case manager: social, health, career, employment, training, legal etc
- b. Planning (mentors only): after briefing, agree with mentors the early indication of needs of mentees and likely roles of mentors – including appointing a ‘mediator’ separate to the Coordinator to check with the group that all is travelling well. Agree how to handle first meeting with mentees and what questions to ask ie everyone introduce themselves and one person lead initial questions to avoid overloading
- c. Share contact details: Coordinator create group email and WhatsApp (or similar) group chat to make communication easier

2. Meeting mentees and preparing for launch:

- a. First meeting with mentees (mentors and mentees): arrange central location and transport for mentees if required, ensure people bring food/beverages, facilitate the meeting to ensure mentees are comfortable and listened to and appropriate questions are asked
- b. Preparing for launch (mentors only): after meeting mentees, facilitate a discussion with mentors to agree what support and activities/events are required and which mentor(s) should provide them
 - i. Use the CRSI mentor support plan template to document this and circulate for mentor and mentee feedback and eventually signatures

- ii. We also developed and shared an activity planner* in google docs so that every mentor could see availability of mentees and plan to have contact every 2-3 weeks
- iii. We then shared this with mentees in the form of word doc, with a list of upcoming events for them for the next 6-8 weeks
- iv. Coordinator should also show the logbook to mentors, give them the link and password and ask them to log all activities and submit suitable photos and video (we included the link in the google activity planner so it was always readily at hand)
- v. We set up a WhatsApp group for mentors only, and one for mentors and mentees, and now use that to share photos and arrange events/activities
- vi. We also log expenditure in our google docs activity planner – a simple table at the side that adds up the ‘out of pockets’ for CRSI’s benefit

3. Ensuring smooth running:

- a. Regular get togethers: arrange get together as a complete mentor/mentee group every couple of months to share latest news and ensure everyone’s needs are being met. CRSI may dial in to one of these to facilitate the Star Outcomes Interview.
- b. Check ins:
 - i. Keep an eye on activity planner to remind mentors and mentees about upcoming activities if needed – if any mentors are not particularly active, encourage them to arrange an event with a mentee
 - ii. Make contact with mentees every couple of weeks to be up to speed with their latest developments and needs, and ensure they are okay
- c. Documenting and sharing the group’s experience: ensure the group is taking and submitting great photos and videos to CRSI as a record of their experience (coordinate a member to attend CRSI’s digital storytelling workshop) and check every month or so to ensure the logbook is up to date.
- d. Celebrate: help to ensure the group has fun and celebrates positive developments by posting exciting updates to group chat, suggesting/arranging fun get togethers etc.

*Activity Planner example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Dates		N: wants to visit inside Sydney landmark buildings, bushwalking, surfing, martial art classes, sport	K: wants to visit new parts of Sydney and landmark buildings, driving lessons, art exhibitions, photoshoots, bushwalking	Cindy/Rob	Teya/Danny	Fiona/Greg	Sally/Nigel	Revel/Jamila	Deborah/Family		
81	13 Jan	Wed	In Byron Bay	Available as of 1.30pm			K to drivers test with Fi 9am then little lesson then back to work					www.au
82	14 Jan	Thur	In Byron Bay									logboo
83	15 Jan	Fri	availability TBC									
84	16 Jan	Sat	availability TBC	Available			K - driving lessons, walk, watch movie etc. Could stay over night if he wants and picnic together on Sunday with more driving practice					Out of pocke expenses
85	17 Jan	Sun	availability TBC	Available	K/N and everyone available: WWelcome picnic, location TBC							25
86	18 Jan	Mon	availability TBC									25
87	19 Jan	Tue	availability TBC									10
88	20 Jan	Wed	availability TBC	Available as of 1.30pm								18
89	21 Jan	Thur	availability TBC									7
90	22 Jan	Fri	availability TBC									14
91	23 Jan	Sat	availability TBC	Available	N, and Sahar's family							20