



CHANGING LIVES THROUGH LITERATURE MENTOR/MENTEE PROGRAM



June 2026

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1. INTRODUCTION TO THE MENTOR/MENTEE PROGRAM

Since its inception, the Changing Lives Through Literature (CLTL) Program has onboarded new facilitators through an informal recruitment process and established standard prerequisites to help facilitators gain a basic understanding of the CLTL program. A new pathway has been developed: the Mentor/Mentee Program. This program offers a comprehensive option for participants to empower them and engage fully with the CLTL experience.

The Mentor/Mentee Program for CLTL pairs experienced facilitators (Mentor) with facilitator-recruits (Mentee) to foster skill development, support, and guidance on the path to becoming effective facilitators.

2. MENTORS

In this role, Mentors facilitate a CLTL program while simultaneously serving as a Mentor to an identified Mentee. Mentors should try to introduce and integrate the Mentee to specific workings of the Court. For example, the Mentee might observe court cases and when feasible, work closely with the probation officer and or judge to understand their roles with individuals on probation. Current facilitators who are deemed suitably prepared and experienced by the CLTL facilitator coordinator may serve as Mentors.

- Benefits of Being a Mentor:

Being a mentor in the Changing Lives Through Literature program can enhance personal fulfillment while shaping the next cohort of facilitators and contributing to the ongoing success of the program.

- Mentor Qualification:

Facilitators are selected as Mentors based on their experience, enthusiasm for the role, and capacity to recruit and train future facilitators. Once identified as a Mentor, it will remain a specialty of that facilitator, unless they become inactive as a facilitator or otherwise unqualified to continue mentoring.

3. MENTEES

Mentees are facilitator-recruits who chose the Mentor/Mentee program as their path to becoming a facilitator.

- Recruitment:

Facilitator-recruits are identified through mostly word of mouth.

- Benefits of Mentee Program Participation:

A Mentee participates in all meetings of a particular CLTL program, gaining greater experience and understanding of the entire facilitator role. This involvement allows for hands-on practice, real-time engagement and meaningful relationship-building: it includes such tasks as choosing readings, handling course logistics, assigning and responding to written work, and facilitating conversations.

- Program Feedback:

Prior Mentees have successfully moved on to facilitate very effective programs of their own shortly after completing the program and have reported it allowed a better understanding of their role and responsibilities, while also increasing confidence.

4. PROGRAM COORDINATORS

The two Coordinators of the Mentor/Mentee Program should be appointed for a renewable three-year term by the CLTL Committee. They will serve as the primary contact for the program.

- Duties Include:

- o Serve as an advocate for the program by actively promoting its benefits.
- o Send outreach solicitation to applicable facilitators for potential mentorship.
- o Screen potential mentors and mentees.
- o Assign applicable facilitators the role of Mentor.
- o Work with Facilitator Coordinator to ensure all mentees are well-placed, and as needed, assessing their progress through the mentorship.
- o Communicate with the CLTL Program Administrator to keep them informed, scheduling meetings as needed to discuss updates, address any concerns, and ensure effective collaboration.
- o Act as a liaison between mentors, mentees, and the CLTL Program Administrator as necessary.
- o Gather feedback from mentors and mentees to continuously improve the program.

5. PATHWAY TO BECOMING A MENTEE

- On-Boarding/Become a New Vendor:

A Mentee/Facilitator is considered a vendor. Please refer to the [CLTL Best Practices Guide](#) for information on how to become a new vendor. When completing the CLTL – A2 Form, participants must select their preferred pathway, with selecting Option 2 being the path to becoming a mentee.

- Mentor/Mentee Coordination:

Mentor/Mentee Program Coordinators oversee the assignment of a mentee to a mentor.

- Details on the Expected Role of Mentee During their Session:

- Mentee reads the [CLTL Best Practices Guide](#).
- Mentor and mentee should discuss the drafting of the syllabus before the course begins. Even if they do not contribute readings, discussing the selection process is valuable.
- First day, the mentee is introduced as a “new facilitator” or “facilitator in training” and their role is made clear to the class. Mentees participate actively, with scheduled debriefs with Mentor (and team as necessary).
- Mentee should facilitate one session, (normally towards the end of the course). Mentor takes careful notes and debriefs with mentee afterwards.

- Next Steps:

Please refer to the [CLTL Best Practices Guide](#) for detailed information on next steps.

6. CLTL ADMINISTRATIVE SUPPORT for MENTOR/MENTEE PROGRAM

Maintain accurate records of mentors and mentees and help facilitate communication among stakeholders. Additionally, administrative support as needed.