

Ramsey County Master Gardener Volunteer Program

One-On-One Mentoring Guidelines for 2024

Master Gardener Mentor Criteria:

A mentor:

- is a current certified and active Master Gardener.
- demonstrates enthusiasm for the program.
- regularly attends RCMG Monthly Meetings.
- has read and is familiar with the Ramsey County Master Gardener Volunteer Program and policies.
- is willing to engage and provide support, answer questions and initiate contact.

Mentor Guidelines/Duties:

Your mentorship will play a crucial role in helping your intern become a certified Master Gardener volunteer. The following types of engagement will provide a welcoming atmosphere and help your intern to receive the support needed for success.

- Contact your intern within two weeks of receiving your assignment; exchange phone numbers and email addresses. Determine preferred methods of contact.
- Meet your intern in-person or virtually and share your experience with the Master Gardener Volunteer Program. Inquire about your intern's experience and interest and how best you can support them during the year.
- When attending in-person meetings or events, invite your intern to sit with you at the first few meetings and introduce your intern to others.
- Attend the RCMG Project and Activities Fair.
- When assigned to a team, attend team meetings with your intern.
- Review expectations with your intern for fulfilling required volunteer activities and continuing education hours.
- Provide an overview of RCMG projects and review the project list.
- Explain the role of the Program Director, Board of Directors and Project Coordinators.
- Review the RCMG web tools and how to:
 - 1) Access the member section of the [RCMG web site](#).
 - 2) Use [Sign-Up-Genius](#) (SUG), including what to do when an intern needs to change a volunteer date as described in Intern Guidelines and Information.
 - 3) [Create a login](#) to the UMN Extension website.
 - 4) [Report volunteer and education hours](#) on the [UMN Extension website](#)
 - 5) Sign up for [MASTGAR ListServ](#) and change personal information on the [UMN Extension website](#).
- If possible, and when interests align, team up on a few projects with your intern.
- Periodically check in to ask about the intern's progress on fulfilling volunteer and education hours; assist with SUG and online reporting if necessary.
- Provide support, advice and encouragement throughout the year. Stay in regular contact, and reassure your intern that you are always available for needed assistance.
- To record the time you spend mentoring, [put your hours in](#) as:
 - H. Administration and management – monthly MG meetings, boards, committees, etc.
 - Event: 7. Intern selection and mentoring

Thank you for your service and making this program a success. With your assistance, our program will continue inspiring and educating our county's gardeners.