



## Roles and Responsibilities of a Volunteer Saw Instructor-in-Training(VSI-T) Mentor

The Mentor is the VSI-T's primary coach, from recruitment through PCTA Volunteer Saw Instructor (VSI) designation. The Mentor is a significant contributor to the success of a VSI-T and must be highly dedicated to the success of the VSI-T. The "Recruitment" document outlines the Mentor's responsibilities during the recruitment process.

This document explains the Mentor's responsibilities after the VSI-T is enrolled in the training program.

- The Mentor will sign the VSI-T's Task Booklet, acknowledging both availability and commitment to the success of the VSI-T.
- The Mentor will introduce the VSI to other VSI's, PCTA staff, local volunteer group leadership, and generally ensure the VSI-T is comfortable and feels part of the PCTA Saw Program.
- The Mentor will meet with the VSI-T to review the following documents, which the VSI-T has already seen during recruitment: "Expectations of a VSI-T," "Role and Responsibilities of a Mentor," "VSI-T Task Booklet," VSI Binder, and answer questions from the VSI-T.
- The Mentor will maintain monthly contact with the VSI-T to discuss questions/highlights/challenges, review policy or program updates, notify VSI-T of trainings, meetings, and events, and monitor and facilitate Task Booklet progress. The Mentor will inform the Saw Program Coordinator of impediments to the VSI-T's progress.
- The Mentor will facilitate both formal and informal training for the VSI-T, such as shadowing VSI-T's during complex saw operations and training events, as well as PCTA, agency, and other cooperator training opportunities.
- As part of the coaching to achieve VSI designation, the VSI-T and Mentor will have constructive discussions of what was learned and what remains to be learned, after each training event. These conversations should also include feedback from other VSIs, training participants, and PCTA staff.
- When the VSI-T, the Mentor, and one additional VSI agree the VSI-T is ready, and the VSI Task Booklet has been completed, the Mentor will notify the Saw Program Coordinator that the VSI-T is ready for VSI designation.