



## POD MENTOR GUIDELINES

Being a pod mentor will include the following requirements that need to be a priority over the course of the 2 months of the project and about 2 weeks leading up to the programme as well as 2 years following the programme completion:

- You will be required to call each of your girls in your pod within the week before the Saturday module. This call will be to remind them of the module, remind them of homework and other items or activities they need to bring with or prepare for. To ensure they know that they need to source their own transport to get to the venue and assist in problem-solving before the module as best as possible.
- You will be required to enforce the rules with your pod girls as and when required, you will need to emulate these rules yourself throughout the programme.
- You will be required to sign a Code of Conduct Agreement with the Great Girls Trustees and comply with the requirements in that document over the 2.5 years you are a pod mentor with Great Girls.
- You will be required to prepare sufficiently for the group activities, go over homework with the girls and 'mark' homework books; and make the most of the time given with the girls.
- You will need to know the modules outline and individual topics of each module very well in order to be able to answer questions, understand what is required of them and help manage expectations.
- You will be required to attend the modules and participate in the pod activities with your girls (attendance is expected, but it is understood that not every pod mentor will be able to attend every module). Every module has allocated pod time.
- You will be required to arrange one of the backup pod mentors to relieve you if you are unable to perform the above activities on a specific day over a specific time and you will be expected to perform a proper documented handover with that backup pod mentor in terms of phone calls, group activities and requirements etc before your absence.
- You will be required to participate in the outings (as far as possible) as this will involve lots of face-to-face time with your girls. You may be required to assist with transport.
- Once the programme is over for each year, you will be required to do a quarterly update phone call or coffee date/outing with your girls to find out how they are doing and to assist the Great Girls team to track success stories and development in years to come. This will need to be collated into a 1 pager feedback form on a quarterly basis, submitted to the project manager and placed on the relevant folder in the Google sharedrive.
- Eg: 2016 Quarterly Feedback Forms: 2016 Participants...
- You may from time to time be required to complete online surveys tracking statistical information about girls in your pod, please ensure you keep detailed records for this purpose.

Thank you once again for your time and energy put into volunteering as a pod mentor. Great Girls is successful due to these exact initiatives within the programme.

