



CPRA Mentorship Program Information Sheet

Please read through the following before completing your mentorship application. If you have any questions or are unsure if a mentorship is right for you, please reach out to Jules@Fraservalleyrec.org.

About EPiC

The Emerging Leaders Network (ELN) is now EPiC. We have rebranded to engage not only individuals who are new to their career in Parks and Recreation, but individuals who may be new to Colorado or are shifting their focus within Parks and Recreation. EPiC has a goal of connecting with other sections to help build their membership base while also promoting EPiC and our events. EPiC will continue to facilitate the CPRA Mentorship program with support from the Director's Section.

About the CPRA Mentorship Program

Engaging Professionals in CPRA (EPiC) and the Directors Section of the Colorado Parks and Recreation Association (CPRA) work in partnership to provide an avenue for support and development of parks and recreation professionals. Through many surveys and evaluations, EPiC has identified the need for a mentorship program. The program will require an application and acceptance process to better serve both the mentor and mentee through a thoughtful pairing process. This program is intended to help strengthen leadership skills, promote professional development, and improve networks for CPRA members.

The purpose of the program is to provide an avenue for professional development opportunities through attending CPRA events and meetings with a mentor or mentee. The program will consist of six competencies including: Change Management, Team Building and Engagement, Time Management/Goal Setting, Emotional Intelligence, and Difficult Conversations and Conflict Resolution.

The program is designed to support and encourage all parks and recreation professionals on their journey through fostering development within their current role. The program will provide an avenue for the mentor to compliment the relationship the mentee has with their supervisor. It is not intended to replace any of the formal or informal counseling/mentoring relationships that already exist within or outside a person's place of employment. Any member of CPRA is eligible to participate in this mentorship program. Applicants will be paired based on compatible goals, as well as logistics and communication preferences. Applicants are not guaranteed to be paired up if there are not enough mentors or mentees.

Oversight of Program

The program will be managed by the Mentorship Program Committee which will include the Chair-Elect from both the Directors Section and EPiC as well as selected representatives from CPRA. This committee will conduct periodic check-ins with all pairings to ensure the process



meets the needs of the mentor and the mentee. The committee will be the primary point of contact for mentors and mentees and will be available throughout the program to answer questions and help facilitate any issues that arise.

Application Process

Priority Applicants: The priority application period will open on April 1st and run until 5 pm on June 30th. Completed applications that are received during this time will be given priority matching by the Mentorship Program Committee. Priority applicants will automatically be eligible for a special team-building luncheon at the CPRA annual conference. Applicants during this window can expect to receive an answer from the committee by mid-July. Applications will be available on the CPRA website. The committee will review all applications, make appropriate recommendations, and contact all applicants to notify them of the committee's recommendations.

Rolling Applicants: Applications received after the priority application window will be accepted and paired on a rolling basis. Applications may be eligible for EPiC section special events at the CPRA annual conference and will be invited to attend when space is available. Applications will be available on the CPRA website. The committee will review all applications, make appropriate recommendations, and contact all applicants to notify them of the committee's recommendations.

Curriculum

Priority pairings will launch in July, with a virtual meeting to pair mentors and mentees together. Over the course of the program, mentors and mentees will be expected to participate in at least 3 self-directed meetings that will include a mix of professional development, social and virtual events as well as checking in on goal progress. Mentors and mentees will provide feedback throughout the program as well as at the conclusion of the program. The duration of the program will be at the discretion of the pairings, with the standard being 6 months to 1 year.

Matching Mentors with Mentees

The Mentorship Program Committee will be matching mentors with mentees based on such factors as: mutual areas of professional interest, schedules, geographic proximity, and application time. Interviews or follow-up calls from the committee may occur with mentors or mentees to clarify areas of interest and the commitment level of participants.

Monitoring the Program

Throughout the program there will be continued check-ins with mentors and mentees to ensure the appropriate contact has been established between the pair and to provide support by the Mentorship Program Committee. The committee will meet on a regular basis to share ideas and feedback they have received from participants. At the conclusion of the program, ideas will be reviewed and will be implemented into the program for the following year based on the end of the year evaluation at the discretion of the committee.



Mentor Specific Information

Eligibility - Mentors

Currently be a member of the Colorado Parks and Recreation Association.
Be willing to commit time to the Mentorship Program.
Complete and submit a Mentor Application.

Roles/Responsibilities of Mentor

- Exposes mentee to different areas of the industry
- Encourages candor and maintains confidentiality
- Provides feedback regarding mentee's performance, career, etc. (as desired and as appropriate)
- Asks thought provoking questions
- Challenges and supports the mentee
- Actively listens to the mentee
- Avoids the following behaviors: criticizing, building barriers, and rescuing

Why apply for the Mentorship Program - Mentors

- Contribute to the development of young professionals
- Encourage and provide insight on where and how to get involved
- Give back to the profession
- Grow their network and gain insights from mentees perspective
- Obtain CEU's during Lunch and Learns for continuing education
- Earn Professional Service Experience credits towards CEU's

The Mentoring Process

Pairing → Establish Agreement → Determine Goals → Build Relationship → Evaluate

Mentee Specific Information

Eligibility - Mentees

Currently be a member of the Colorado Parks and Recreation Association
Have an internship/part-time/full-time role within the Parks and Recreation field
Be willing to participate in CPRA events and educational opportunities
Commit to attending at least three mandatory meetings and schedule two additional meetings with the mentor at their discretion
Complete and submit a Mentee Application

Roles/Responsibilities of Mentee

- Assumes responsibility in ensuring that the program works and meets their expectations
- Initiates discussions and meetings with the mentor
- Reflects upon learning and solicits specific feedback
- Seeks guidance on professional growth
- Seeks feedback on strengths and areas for development

Why apply for the Mentorship Program - Mentees

- Build a one-on-one relationship with an experienced Colorado Parks and Recreation Professional
- Opportunity to gain additional insight within their current role as well as identifying opportunities for growth
- Gain familiarity with the Colorado Parks and Recreation Association and how to become more involved
- Identify short- and long-term professional goals and develop an outline for a career plan
- Increase awareness of different career opportunities within the parks and recreation field
- Understand the continued value of networking
- Obtain CEU's

The Mentoring Process

Pairing → Establish Agreement → Determine Goals → Build Relationship → Evaluate