

## **Chuck Brown Memorial Mentorship Program Latigo Trails Equestrian Center**

The purpose of this mentorship program agreement is to clarify the major individual responsibilities of the mentee and the mentor in the program from here on referred to as mentor experience. Emphasis is placed on training and career development of the mentee (from here on referred to as student).

### **Mentee/Student Agreement**

It is understood that mentorships are educational and that compensation will be giving on an hourly basis paid bi-monthly.

- The mentorship program is operated for training purposes, and the training position may be terminated by the employer/mentor when the student leaves the program or graduates. The student is not eligible for unemployment compensation.
- The student will accept the responsibility for providing his/her transportation needs.
- The student will be evaluated at frequent intervals by the training supervisor, and there will be a minimum of two written evaluations.
- The student will notify the mentor if he/she will be absent from the program training site no later than the day prior to the planned absence unless an emergency arises. If it is possible to contact them earlier, the student is encouraged to do so.
- If a student does not receive passing grades in all required classes, he/she may be removed from the program.
- Honesty in regard to money, time, or attendance is expected of each student. Lack of integrity can be grounds for probationary action or dismissal.
- Strict confidentiality of knowledge of the mentor/employer's personal, financial, and person records will be maintained at all times by the student.
- If the student misses five consecutive days of work, a doctor's release must be submitted to continue the internship. If ten days are missed, a withdrawal will be required.

The student's signature below indicates the student has read and understands the expectations and requirements that they must fulfill in order to take part in the program.

---

Student Signature

Date

### **Mentor Agreement**

I will work closely with the student and will attempt to support the training experience with the learning experiences. The employer assures that the student will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex or handicap.

---

Mentor Signature

Date

**MENTOR'S EVALUATION**  
**Chuck Brown Memorial Mentorship Program**  
**MID-TERM / FINAL (circle one)**

Student's Name \_\_\_\_\_

Date: \_\_\_\_\_

**Directions:** Please circle the appropriate number that reflects your opinion concerning the student and his/her performance. If you mark "undecided", we will assume you have no opinion.

**KEY:** (1) Strongly agree; (2) Agree; (3) Undecided; (4) Disagree; (5) Strongly disagree.

- 1 2 3 4 5    1. The student can complete a specific task on their own.
- 1 2 3 4 5    2. The student exercises a personal initiative to enrich their learning experiences aside from their defined assignment.
- 1 2 3 4 5    3. Some tasks assigned to the student were beneficial to my department or business.
- 1 2 3 4 5    4. The student has completed tasks of benefit to my own work that others have not done because of time considerations or unable to do.
- 1 2 3 4 5    5. The student seeks to understand the duties of all individuals to whom they are assigned.
- 1 2 3 4 5    6. The student knows the objectives of this department and/or organization.
- 1 2 3 4 5    7. The student knows the organizational structure of Latigo and the Pikes Peak Range Riders Foundation.
- 1 2 3 4 5    8. Each week the student shows increasing confidence in himself/herself.
- 1 2 3 4 5    9. The student offers constructive ideas.
- 1 2 3 4 5    10. The student demonstrates the dependability I expect of my employees.

- 1 2 3 4 5 11. The student shows a positive attitude toward this type of learning experience.
- 1 2 3 4 5 12. The student is punctual in attendance and neat in personal appearance.
- 1 2 3 4 5 13. The student interacts in a favorable manner.
- 1 2 3 4 5 14. The student readily accepts suggestions and criticisms.
- 1 2 3 4 5 15. Other employees regard the student as part of the work team and willingly exchange ideas with him/her.
- 1 2 3 4 5 16. The student has the personal traits and qualifications for this type of position.

17. Summarize the work of the student using the numerical values indicated with "5" being the highest and "1" being the lowest (circle the appropriate value). Please give at least one example of how each of these were demonstrated by the student.

1 2 3 4 5 Accomplishment of the student (acceptable work level).

1 2 3 4 5 Educational growth of the student.

1 2 3 4 5 Personal adjustment of the student.

1 2 3 4 5 Good human relationship aspects.

18. If you were to give the student any overall grade, what grade would you give them? (please circle one).      A      B      C      D      F

**Job Profile:**

Chuck Brown Memorial Mentorship Program  
December 1, 2018

The role of the Chuck Brown Memorial Mentorship Program is to maintain Latigo Trails Equestrian Center facility and work with the General Manager to maintain the grounds and equipment, and to set up and take down events. The individual will attend events and provide support in managing the needs of General Manager; coordination with the Latigo retail renters to complete the necessary maintenance of the facility.

**Learning objectives:**

- Provide timely, consistent and accurate maintenance of the facility - as directed by Manager
- Assist Manager in set up and take down of specific events
- Performance of all specific tasks on attached Exhibit A

**Qualities and characteristics necessary for superb performance in the role:**

- Understand and buy in to the Foundation purpose and mission.
- Self Starter - not be afraid to jump in and help without being told.
- Outstanding problem solving and communication skills; the ability to listen and converse to accomplish the job duties.
- Team player.

**Performance Expectations**

- Immediately become educated on the Latigo and the Foundation Mission Statement and the goals and objectives of the Foundation - 30 to 60 days.
- Become fully acquainted with the facility, equipment and machinery to provide immediate assistance - 30 to 60 days.
- Assist the Manager on providing excellent customer care - 30 to 60 days.

**Time Commitment and Compensation**

- This position is part time up to xxxx hours per week. More time may be necessary around specific events and less time in slower periods.
- Compensation will be negotiated based on capabilities and experience.

**Exhibit A**  
**Learning Objectives**

Will need a current driver's license.

- Facility maintenance.
- Event set up and take down including monitoring safety and overall safe environment.
- Basic tractor operation and repair skills.
- Basic carpentry skills.
- Must be able to lift 50 - 100 lbs. and be in good physical health.