**Responsibilities of the Coordinator:**

* Coordinate/arrange logistics: facility needs for the class, student orientation, job shadow orientation and placements, summer breakfast and food logistics, speakers who will present in the class, graduation, field trips and buses for field trips
* Coordinate student recruitment and selection- develop flyer, develop application forms, set up application process, get flyers to schools, talk with schools/individual teachers about recruitment, reach out and talk to students( in classes, during lunch), collect applications from students, review applications to make sure students meet basic requirement, set up interview panels and process(who is on panels, where are interviews held, when, what questions are asked, create copies of the applications, notify students of interview times and dates). (Bina, Brad, Randy, Preet taking lead this year)
* Develop and send acceptance and rejection letters, create a student contact list with emails, phones and addresses, create an emergency contact list. Send parents a separate congrats letter re: your student was accepted and outline the expectations and all the required dates, and forms to sign?
* Coordinate the logistics and agenda for the student orientation meeting.( we could push this back a week and do it after the due date and before we do interviews-someone would need to send an email to students/parents to remind them of the day—or do it after program selection before the program starts)
* Prepare attendance policies, field trip forms, photo and liability releases, behavior policies and other required forms students will need to sign to participate in SACH. Get these out to students, collect them and keep on file
* Order T shirts
* Work with teacher to copy handouts needed for the classes or arrange materials for the classes
* Work with teacher to Identify needed speakers and field trips, and arrange for the speakers and field trips.
* Create an overall course schedule with class meeting locations/times, speakers, field trips, job shadows and other key activities
* Contact potential agencies for job shadow commitments, confirm placements, hold orientation for job shadow agencies, and follow up reminders with instructions on how they will meet students a few days before placements occur.
* Ask students what job shadow agencies are of interest and work with teacher to match students with job shadows
* Coordinate all daily logistics, room set up, food delivered and cleaned up after breakfast and lunch, materials provided to teacher, ensure speakers show up.
* Write thank you notes to all speakers and job shadows
* Handle all graduation logistics ( develop agenda(with teacher and students), send invitations, facility and food logistics, certificates, photos and video, media, speakers)
* Document the class via photos, videos of the course and of student testimonials, job shadow placement testimonials, teacher and city leader testimonials. Arrange media to attend graduation. Create social media presence for SACH (facebook, snapchat)
* Help finalize/format the evaluation that is developed by the consultant and planning committee. Collate evaluations from students and job shadow placements

**Possible other duties of coordinator for next year**

* Coordinate regular planning meeting with all partners prior to the program and once a week during the program( Bina this year)
* Maintain partnerships with the school districts to secure funding, gain agreements on program parameters (term, credits, recruitment, and attendance policies) and clarify city versus school district roles and responsibilities.
* Develop MOUs for the program with partners
* Develop the project budget and seek funding from the city and districts
* Coordinate with Districts to interview and hire teachers for the program
* Take the lead in working with teacher to revise and revamp curriculum from last year, meeting regularly with teacher
* Develop and oversee the program evaluation, , student evals, job shadows, and coordinate a debrief meetings with the planning team