



## Local/Campus Coordinator Responsibilities

The local/campus coordinator acts as the regional, or participating college or technical school Kids2Careers campus event representative by assuming responsibility for its implementation. The local/campus coordinator works closely with the classroom teacher at the partner school(s) and Alaska Commission on Postsecondary Education (ACPE's) statewide coordinator.

### Responsibilities:

1. Maintain regular contact with ACPE's Kids2Careers Statewide Coordinator for assistance or guidance.
2. Act as liaison between local school(s) and ACPE's statewide coordinator.
3. Encourage local school(s) to apply for the program.
4. Maintain contact with teachers for schedule coordination, and to ensure students are on track with curriculum and survey completion.
5. Coordinate the in-person and/or virtual campus event(s) and identify instructors to present and students/staff to assist with the event. In-person events should include a tour, age-appropriate hands-on activities/classes, and lunch (if applicable). Virtual events coordinated with multiple campuses are helpful for reaching rural students unable to visit in person.
6. Communicate with ACPE's Statewide Coordinator and teachers to arrange the Lesson 5 Postsecondary & Career Prep Panel; identify 3-5 volunteer panelists per panel event (in-person or virtual).
7. Optional: Make classroom presentations about postsecondary options in Lesson One, the admissions process in Lesson Three, and financial aid in Lesson Four (if time permits).
8. Work with school(s) to ensure they arrange transportation for the in-person campus event (if applicable).
9. Prepare backpacks and promotional materials for distribution at event (if applicable).
10. Send prepared press release to local media and alert ACPE to any related press coverage.
11. Complete online program evaluation and share evaluation links with volunteers and teachers, as appropriate.