



A.K.A. SCIENCE SCHOOL COORDINATOR List of Responsibilities

The A.K.A. Science School Coordinator is integral to the success of the A.K.A. Science program at your school or organization. The person serving in this volunteer position, functions as the main contact between OHCC's Program Coordinator and your school or organization. This person should be well organized, a good communicator, and enthusiastic about the program. Successful candidates for this position have been the school's SUN School Site Coordinator, secretary, a teacher, the school's Instructional Coordinator, or a parent. The A.K.A. Science School Coordinator will typically spend 3-5 hours every three months on the following activities:

- Maintain clear communication between the school or organization, OHCC Program Manager, A.K.A. Science Leaders and parents;
- Coordinate the A.K.A. Science schedule (i.e., determine the day and time classes will be held and schedule adult leaders for training);
- Ensure that proper space is reserved for A.K.A. Science classes;
- Recruit A.K.A. Science Leaders from the community (i.e., teachers, teaching assistants, support staff, parents);
- Ensure that all registration materials are distributed students (OHCC will print and deliver registration forms to the school, or, provide program descriptions for your school's after school program catalogue); and,
- Collect all registration materials and monies and complete the appropriate paperwork to return to OHCC by OHCC's deadline.