



Event Military Point of Contact Support

Each Military event that includes youth programming will have a designated Point of Contact (POC) for that portion of the program. It is important to establish a line of communication early on in the planning process between the Military POC and the lead volunteer/staff responsible for curriculum implementation.

As soon as it is determined that youth programming will be included in the Military program:

- Estimate the number of youth participants expected
- Secure adequate time for curriculum implementation (2hrs or 4 hrs), allow extra time if time off-task is needed; i.e. lunch for youth, other meetings, etc.
- Agree upon space requirements and location - some activities may be best conducted outdoors, many need space for youth to be up moving around, how many tables, etc.
- Agree upon youth security needs: sign-in/out, escorting to restroom, etc.
- Assign uniformed Military Service Member to assist with activity implementation and share the lesson plan prior to the event
- In conjunction with lead volunteer/staff select appropriate youth lesson
- Develop youth programming budget to include activity supplies, parking for activity volunteers/staff, travel reimbursement if required, etc. Define process for reimbursements. If Internet is required, make sure to secure as part of facility contracts.
- Within security parameters, inform lead volunteer/staff of any special circumstances that might be present or could occur during youth programming
- If necessary, or if the organizers prefer, arrange for Child and Youth Behavioral MFLC to assist with Debriefing and Talk It Over parts of the lesson
- Assist with procurement of supplies from the list in the lesson

Negotiate expectations for all volunteers/staff:

- Attire
- Data collection/reporting
- Screening/supervision

Participate in the youth program as much as possible. Have fun with the youth!

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Getting Started as an OMK Tech Discovery Curriculum Lead Volunteer/Staff

Welcome to the exciting role of Lead Volunteer/Staff!

This is an exciting curriculum and our experience during the pilot testing was that the youth really got into it! We hope that you will also experience this joy of discovery through your role. Please don't be intimidated by the technological context of the lesson activities. You don't have to be an "expert" to successfully implement these activities in these lessons. Some familiarity is helpful and having savvy assistants will help as well.

One of the first things you'll want to do is go through the 6 modules of the on-line OMK Tech Discovery Curriculum Volunteer training: www.4-hmilitarypartnerships.org/p.aspx?tabid=187. This will also be a good training for your event helpers. It is important to develop an understanding of the impact having a parent/loved one in the deployment cycle has on the military youth, especially those that are not located close to a military installation and other networks of support. This understanding will enhance your ability to ask effective questions during the Debriefing and Talk It Over parts of the experience.

Your most important role is not to answer all of the questions or fix all of the problems. Your most important role is to ask questions, guiding youth to think through their problem, helping youth to work together to find solutions and discover new applications for what they've learned before offering your suggestions or ideas on what to do next. **You are a facilitator of the youths learning!**

You will also find it helpful to review all of the other resource links on the OMK Tech Discovery Curriculum home page. It will be helpful to your overall understanding of the curriculum, its implementation process and roles for helpers.

Be sure to stay connected with your **OMK Point of Contact (POC)**. This person is a good resource and sounding board for your ideas.

- The OMK POC will have some information for you to collect and report after your event
- Schedule use of the OMK Tech Discovery Tool Kit (one or both if needed) allowing enough time for you to practice with the equipment
- Ask clarifying questions if you don't understand any part of the experience

Also be sure to review the **Military Event Point of Contact Role**. This role is your connection to facility arrangements, military resources and on-site support. Take the initiative to involve and help this person understand the purpose and objectives of what you are planning to accomplish through the selected lessons.

Another role that will be most helpful in implementing the experience is to recruit a **specialized Tech volunteer** that can assist you with on-site technology set-up (router, printer, laptops,



iPad2s, projector, etc.), troubleshooting and take down. You will have many other things to be organizing and facilitating and having someone to manage these details will be most helpful. Older youth, college students, others with some tech savvy will be excellent resources. This role is referred to frequently in the activity plans.

Your positive interaction with the youth is important at setting the tone and environment for learning and growing. Have fun!

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LEAD VOLUNTEER/STAFF POSITION DESCRIPTION

OPERATION: MILITARY KIDS TECH DISCOVERY CURRICULUM

POSITION TITLE:

Operation: Military Kids Tech Discovery Lead Volunteer/Staff

TIME REQUIRED:

4-8 hours for preparation and implementation as needed per experience; youth programs primarily on weekends

LOCATION:

Varies: hotel, convention center, armory, outdoors, other

GENERAL PURPOSE:

Provide leadership and facilitation for educational and fun lessons with youth having a parent or loved one in the military deployment cycle

SPECIFIC RESPONSIBILITIES:

- Coordinate event details with Military event POC
- Pick up resource materials
- Communicate frequently with Military event POC
- Review and become familiar with selected activity objectives/plan for event (Practice!)
- Obtain necessary supplies
- Recruit volunteers to assist with each lesson
- Orient and train volunteer assistants
- Follow all guidelines & policies of the event
- Assure safety for all participants and staff including check-in and check-out
- Distribute Parent Letter as communication tool with parents about the activities of the day
- Provide supportive and encouraging feedback to children, youth, parents and other volunteers
- Clean up after the event, inventory and return all equipment/supplies as directed

QUALIFICATIONS:

- Must complete a Volunteer Application process and be approved by the OMK State Team
- Must authorize initiation of a background check (local, state, national) – see State 4-H Military Liaison for details
- Ability to organize information and materials
- Ability to work with minimal supervision from professional staff
- Ability to educate youth while nurturing positive self-esteem, decision-making, responsibility and leadership in youth



- Ability to communicate effectively with youth, parents, other adult/teen volunteers and staff
- A sincere interest in supporting the youth of our military Service Members in an informal, motivational and educational setting

BENEFITS:

- Make a difference in the lives of Military youth and Families in your community by providing support and growth experiences
- Become familiar with new approaches for working with youth that can be applied in other youth development settings: youth groups, faith communities, clubs, etc.
- Interact with professionals for consultation on a one to one basis

SALARY:

Unsalared: Volunteer

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