



Tween Tech Coordinators - Roles and Responsibilities

Tween Tech is powered by people. Coordinators must be dedicated to the success of these programs, and understand how they fit into *Solving the Equation* by dispelling myths about girls and STEM, raising awareness early and often, and creating welcoming opportunities that sustain and nurture girls' ongoing interest in STEM education and careers.

Tween Tech Program Coordinator: responsible to update this toolkit, communicate with the state and national AAUW offices and personnel, recruit and retain coordinators and volunteers, prepare and administer budgets in collaboration with each event site coordinator, and coordinate program assessment.

Tween Tech Site/Event Coordinator(s): responsible to reserve facilities, arrange for catering, recruit local faculty, admissions/advising/academic personnel and middle school teachers for workshops and panels, monitor registrations, promote regional event, arrange for local media coverage, answer all location-specific questions, oversee event-day logistics, administer site-based assessment surveys. Ideally, each location will recruit a dedicated site/event coordinator, but it is possible for a site/event coordinator to serve in an additional role, as needed.

Fundraising Coordinator(s): responsible to design fundraising materials and coordinate grant writing. Ideally, each location will recruit a dedicated fundraising coordinator, but it is possible for multiple sites to collaborate with one or more shared coordinator(s). Here are some New Jersey-specific grants:

<http://www.njnonprofits.org/FundingOps.html>

<http://www.stemfinity.com/stem-grants-new-jersey>

<http://newjersey.grantwatch.com/cat/9/elementary-education-grants.html>

https://www.firstenergycorp.com/community/education/educational_grants.html

https://www.pseg.com/info/community/new_site/our_giving/apply.jsp

<http://www.neafoundation.org/pages/grants-to-educators/>

<http://www.sparksfoundation.org/contact-us/>

http://www.bms.com/responsibility/building_our_communities/apply_for_community_grants/Pages/nj-community-grants-program-guidelines.aspx

<https://www.njsba.org/news/sbn/20150811/new-stem-grants-available-through-njsbas-grant-support-program.php>

<http://www.ipmorganchase.com/corporate/Corporate-Responsibility/grant-programs-us.htm>

https://corporate.target.com/corporate-responsibility/grants?ref=sr_shorturl_grants

<http://foundation.walmart.com/apply-for-grants/>

<http://responsibility.lowes.com/apply-for-a-grant/>

https://www.bjs.com/bjs-charitable-foundation.content.about_charitable.A.about_community2

<http://www.verizon.com/about/responsibility/verizon-foundation>

<http://www.rwjf.org/en/how-we-work/grants/what-we-fund.html>

Curriculum Coordinator: responsible to suggest workshop topics, assist university faculty in adjusting materials to middle school learners' needs, prepare materials as needed, collaborate on program assessment for continuous improvement.

Volunteer Coordinator(s): responsible to assist each site/event coordinator with organizing each of the people who will volunteer to plan, promote, and launch the event. Ideally, each site will recruit/retain a dedicated volunteer coordinator, but it is possible for two or more sites to share one volunteer coordinator, or for a volunteer coordinator at one site/event to assist in another role.

Public Relations Coordinator(s): responsible to draft press releases prior to the event, to prepare and secure release forms from presenters and participants, to contact local media outlets if coverage is possible on the event date, and to coordinate photographs during the event. Ideally, each site will recruit/retain a dedicated volunteer coordinator, but it is possible for two or more sites to share one volunteer coordinator, or for a volunteer coordinator at one site/event to assist in another role.

Registration Volunteer(s): responsible to print rosters early on the event day, organize materials on registration table, check-in groups, verify chaperone contact information, answer questions, report final tallies to site/event coordinator, and distribute/collect assessment surveys.

Escort Volunteers(s): responsible to accompany small groups of students to and from opening to concurrent sessions, to and from lunch, and through final sessions / campus departure. Important: single escort volunteers may only accompany groups of three or more students into restrooms. Alternately, two or more escort volunteers may accompany a single student to restrooms.