Virtual Institute

Site Coordinators: Role and Responsibilities

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I am delighted you will join us for this exciting 3-hour Virtual Institute! To have the most impact, I recommend you have 1-2+ **Site Coordinators** to help organize participants and move them into and out of the activities I am facilitating.

Below is my current thinking about the **role and responsibilities of Site Coordinators**.

I highly encourage Site Coordinators to join me on Zoom **30 minutes before the session begins** at **11:30am ET/8:30am PT**. In this conversation, I will review their role and responsibilities and give a high-level overview/flow of the Institute outline and answer any questions.

If you have any questions before the Institute, please contact me: Kathy@drkathyobear.com
Site Coordinators: Role and Responsibility

General Overview

The role of Site Coordinators is to help organize the room set-up and help the participants smoothly move into and out of the activities I facilitate in the Virtual Institute.

As I facilitate the Virtual Institute, I will introduce and lead every activity. All directions will be clearly outlined on a Power Point slide. I will ask Site Coordinators to help get people into small groups, monitor the time I assign for each activity, and help participants come back to the large group for the next part of the Institute. For several activities, I will ask the Site Coordinators to collect up a few participant reactions or responses after a particular activity. I will have debrief prompts clearly listed on a slide for your use.

I anticipate that people will feel many discussions are unfinished, as they almost always are in any workshop on social justice. I want people to see and experience the potential value of connecting and engaging with other leaders and change agents so they are highly motivated to continue to participate in future professional development sessions and expanding the community of change agents in the organization

Desired Capacities of Site Coordinators

It would be best if Site Coordinators have the following capacities:

❑ Moderate experience and effectiveness:
  o Facilitating sessions on issues related to equity, inclusion, and social justice.
  o Engaging discussions with participants who are early in their awareness about issues of equity, inclusion, and/or social justice.
  o Facilitating others through moderately challenging or difficult dialogues.
  o Meeting people where they are and facilitating discussions to explore alternative ideas and perspectives.

Logistical Roles and Responsibilities

❑ Help secure a **meeting room** in an accessible building with the following:
  o Movable chairs facing the screen or at tables.
  o Enough space for participants to move around and into/out of various groupings ~ for people who will be walking around and using wheel chairs or other mobility devices.
  o Capacity to use Zoom.
  o A single stall and/or gender inclusive bathroom, in addition to other restroom options.
  o Optional: You may want to order beverages and/or food. And/or invite people to bring their lunches and snacks to eat during the session or the 10-minute break.
    o Test out the **technical equipment** to ensure the Zoom presentation will work.
    o Print off enough **handouts** for the anticipated number of participants.
  o Ask participants what **accommodations** will support their learning, and be prepared to share the handout ahead of time for people using accessible devices or preferring a handout with **18 font text**.
  o Be prepared to have **sign language interpreters** as requested.
    o Gather **supplies**, including: blank nametags, markers, extra pens.
    o Secure **handheld mics** if you anticipate these will help participants hear and understand better in large group debrief of activities.
    o Arrange for 1-2+ people to serve as **Greeters** to welcome participants and help them get settled with nametags, pens, handouts, etc.

❑ Send reminder emails, as needed, out to participants to ask them to arrive at least 5 minutes before the Institute begins.

Role During the Virtual Institute

- o Gather people a few minutes before the Virtual Institute begins.
- o Welcome everyone and introduce yourself(s) as the Site Coordinator(s) and mention your role of helping people move into and out of activities, including some light debriefing at times.
- o Use the Chat Room and/or Q&A function to communicate with me and ask questions that arise from participants (this task can easily be assigned to someone else).
- o At the end of the Institute:
- o Thank people for attending
- o Optional: Announce your commitment to continue to organize opportunities for change agents to come together to learn, support and organize to create more inclusive organizations. racial justice.

Ask for a show of hands of who would be interested in future conversations and organizing?

- o Optional: Ask participants to fill out a short evaluation with questions, such as:
  - o What was most useful about the Institute?
  - o What change, if any, would you recommend as we hold future professional development sessions?
  - o What other issues or topics do you recommend for future sessions?
  - o Would you be willing to help organize future professional development sessions?
  - o If so, please add your name and email.
- o Stay around for a few minutes to engage individual participants who may have questions, comments, or ideas for next steps.