

AfterOpp Partner Responsibilities

The Opportunity Project	Lead Coordinating Agency	TPS School Site	Learning Partners
<ul style="list-style-type: none"> ● Attract and confirm programming from external partners ● Work with host sites to create calendar and schedule for programming ● Provide support with registration, marketing, data collection, and assessment materials and processes ● Structure and lead orientation and training sessions for learning partners, etc. ● Provide feedback opportunities and occasional Friday professional learning opportunities for partners ● Support outreach and planning with school sites and TPS ● Provide basic funding for support staffing and technology allowance for lead coordinating agency ● Provide stipends, if needed, for participating groups ● Provide connection to OST snack and meal provider ● Assist with coordinating an end-of-session learning demonstration event ● Coordinate site visits from potential funders, TPS staff and leadership, and other interested community leaders 	<ul style="list-style-type: none"> ● Provide an on-site program coordinator and assistant to facilitate day-to-day operations ● Coordinate programming schedule, calendar, and site logistics with The Opportunity Project ● Track registration and attendance, consistent with practices determined with The Opp and other data partners; keep hard copies of attendance records ● Coordinate with a food-provider to provide daily snacks for participating youth (and explore possible family meals after hours) ● Coordinate transportation home with the school, TPS, and The Opp ● Coordinate on-site recruitment activities ● Coordinate an end-of-session learning demonstration event for youth, families, and learning partners 	<ul style="list-style-type: none"> ● Provide office space for lead coordinating agency staff ● Keep school sites open and accessible: <ul style="list-style-type: none"> ○ Monday through Thursday for programming; ○ Friday for professional development or additional programs ● Provide program space and storage for program materials/equipment ● Provide at least one administrator to: <ul style="list-style-type: none"> ○ In addition to the principal, to be the primary contact for logistics and program coordination; ○ Participate on a daily basis in gathering time / warm welcome a; ○ Be on call (with contact information provided) during all program hours ● Work with the coordinating agency: <ul style="list-style-type: none"> ○ To organize a recruitment “fair” during school hours, to allow students to meet with potential program providers; ○ To organize additional program recruitment in the cafeteria during lunch hours; ○ To coordinate classroom outreach with teachers for content-aligned programming 	<ul style="list-style-type: none"> ● Commit to four to ten weeks of programming ● Provide 60-65 minute programming each program day, two times per week; the minimum youth to adult ratio for a single adult provider is 8:1, and the maximum is 15:1 ● Attend "Youth Development 101" or an orientation ● Attend on-site recruitment assemblies at the respective school site(s) ● Agree to use common data collection process ● Secure an Insurance liability rider minimum of \$1 million, naming TPS, The Opportunity Project, and the AfterOpp coordinating agency as additionally insured ● Submit information, as requested, for criminal background checks ● Make phone calls to registered youth and families prior to program launch ● Participate with youth in an end-of-session learning demonstration event (date and location to be determined) ● Allow school staff, coordinating organizational staff, and community visitors to observe programming with youth