FACILITATOR INFORMATION

Welcome to the Skillsville Family Program! As Site Coordinator, your role is to recruit and organize logistics for the Skillsville Family Program sessions.

Below are some of the decisions you need to make before implementing the program.

1. **RECRUIT AN ORGANIZATION**
   Identify a local community organization to partner with to host the Skillsville Family Program. Community organizations can include libraries, community centers, after-school programs, school districts, etc.

2. **IDENTIFY STAFF TO LEAD FAMILY PROGRAM SESSIONS AND LOGISTICS**
   For every ten families recruited to Skillsville Family Program, you will need two staff to lead and one volunteer. Determine who will be the Presenter Lead, the person who will be leading families through the Family Program presentations and activities, who will be the Technology Lead, the person responsible for creating and managing Skillsville Platform accounts and technology (including tablets), and who will be the volunteer(s). A full list of Presenter Lead ,Technology Lead, and volunteer responsibilities is attached. Presenter and Technology Leads will require about 1.5 hours to complete their training and 4 hours to print and prepare materials for the Family Program.

   Identify who will recruit families, the dates of each session, what to communicate to families, program logistics (meals/snacks, location, etc), and materials to purchase.

3. **RECRUIT FAMILIES**
   Once the dates of the program sessions has been identified, work with your partnered organization to recruit families. Provide families with the date, time, location, contact information, and registration link (if possible, we recommend you ask families to register for the sessions). You can edit a copy of this flyer for your organization to use for recruitment.

TECHNOLOGY CONSIDERATIONS AT YOUR SITE
The location that is hosting the Skillsville Family Program will require the following technology:
- Projector
- Laptop or desktop computer
- Speakers
- Microphone
- Charging cords (provided by Twin Cities PBS)
- Tablets (provided by Twin Cities PBS)
- Headphones (provided by Twin Cities PBS)

THINGS TO COMPLETE AFTER EACH FAMILY PROGRAM SESSION
- ❑ Have one lead (Presenter or Technology) complete the weekly bundle log from our third-party researchers, Rockman et al.
- ❑ Charge and store the tablets and headphones between sessions

THINGS TO COMPLETE AFTER FAMILY PROGRAM IS FINISHED
- ❑ Complete a post-implementation evaluation on the Skillsville Family Program.
- ❑ Schedule a post-implementation interview with Rockman et al.

PRESENTER LEAD

Welcome to the Skillsville Family Program! As Presenter Lead, your role is to lead families through the Family Program information and activities.

Below are some of the tasks you will need to do as Presenter Lead

BEFORE THE FIRST SKILLSVILLE FAMILY PROGRAM SESSION CHECKLIST

❑ Work with the Site Coordinator and the organization to identify the dates, times, and location for the four Family Program sessions.

❑ Complete online training on the Skillsville Family Program Training website.

❑ Create an account on the Skillsville Platform.

❑ Become familiar with Family Program session presentations, available on the Skillsville Family Program Training website.

❑ Work with your partnered organization to recruit local families and volunteers for the Family Program. You can edit a copy of this flyer for your organization to use for recruitment.

❑ Purchase materials, at a minimum, two weeks prior to the event.

❑ Create a budget and work with your partnered organization to coordinate meals or snacks. Identify who will oversee catering for the meal or snack.

❑ Work with the Technology Lead to test technology (the presentation, videos, etc) at the Family Program location.

❑ Work with the Technology Lead after you both have completed your online training to coordinate a Zoom meeting with the Skillsville Community Engagement team prior to the Skillsville Family Program Kickoff session. Email Sarah Rodriguez at srodriguez@tpt.org.

BEFORE A FAMILY PROGRAM SESSION CHECKLIST

❑ Go to the Skillsville Family Program Training website to review all content for a session. Each session will have a short training video on that session, materials including Conversation Cards, Take Home Handouts, checklists for staff, and the presentation, including a script, you will use to lead your Family Program session.

❑ Work with the Technology Lead to print and prepare materials needed for your session.

❑ Become familiar with the paper game and digital game that will be used at the session (found on the Skillsville Platform).

AFTER A FAMILY PROGRAM SESSION CHECKLIST

❑ Complete a weekly bundle log provided by our third-party researchers Rockman et al.

❑ Charge and store tablets and headphones between sessions.

❑ Decide if/how you will communicate with families between sessions.

THINGS TO COMPLETE AFTER FAMILY PROGRAM IS FINISHED

❑ Complete a post-implementation evaluation on the Skillsville Family Program.

❑ Schedule a post-implementation interview with Rockman et al.

If you have any questions, we are here to help! Email us at skillsvillehelp@gmail.com.

TECHNOLOGY LEAD

Welcome to the Skillsville Family Program! As Technology Lead, your role is to manage family Skillsville accounts and make sure all technology is working for families.

Below are some of the tasks you will need to do as Technology Lead

BEFORE THE FIRST SKILLSVILLE FAMILY PROGRAM SESSION CHECKLIST

- ❑ Work with the Site Coordinator and the organization to identify the dates, times, and location for the four Family Program sessions.
- ❑ Complete online training on the Skillsville Family Program Training website.
- ❑ Create an account on the Skillsville Platform.
- ❑ Create and manage Skillsville Platform accounts for participants, at least one for each child aged K-2 enrolled.
- ❑ Print ID badges for family accounts from the Skillsville Platform and attach them to Resume Builders (found on the Skillsville Family Program Training website).
- ❑ Work with your partnered organization to recruit local families and volunteers for the Family Program.
- ❑ Make sure your location has all required technology (laptop or desktop computer, microphone, speakers, projector).
- ❑ Work with the Presenter Lead to test technology (the presentation, videos, etc) at the Family Program location.
- ❑ Charge Lenovo tablets and connect them to the location's Wi-Fi.
- ❑ Work with the Presenter Lead after you both have completed your online training to coordinate a Zoom meeting with the Skillsville Community Engagement team prior to the *Skillsville* Family Program Kickoff session. Email Sarah Rodriguez at srodriguez@tpt.org.

BEFORE A FAMILY PROGRAM SESSION CHECKLIST

- ❑ Work with the Presenter Lead to print and prepare materials needed for the session.
- ❑ Check that all tablets are fully charged, working and connected to your location's Wi-Fi.
- ❑ Test technology, making sure that the projector, sound equipment, and presentation (including all embedded videos) are working.

AFTER A FAMILY PROGRAM SESSION CHECKLIST

- ❑ Email photos from the session to skillsvillehelp@gmail.com
- ❑ Charge and store tablets and headphones between sessions.
- ❑ Decide if/how you will communicate with families between sessions.

THINGS TO COMPLETE AFTER FAMILY PROGRAM IS FINISHED

- ❑ Complete a post-implementation evaluation on the Skillsville Family Program.
- ❑ Schedule a post-implementation interview with Rockman et al.

If you have any questions, we are here to help! Email us at skillsvillehelp@gmail.com.