JA JobSpark

Career Cluster Roles

Overall Goal:

Collaborate with the other businesses within your Career Cluster to create and implement hands-on learning experiences that empower and inspire 8th graders to pursue careers of the future, and to own their future success.

Facilitator Role:

- Define co-chairs and invite them to be a part of the cluster.
- Work closely with co-chairs throughout the planning months to ensure the cluster is moving forward in a timely manner and that meetings are being held and progress is being made.
- Act as liaison between the Steering Team and your cluster members.
- Attend the JobSpark event on 9/26 and 9/27 as an event Ambassador.

Co-Chair Role:

- Collaborate and coordinate with facilitator and JA.
- Recruit new cluster members, ensuring the industry is well-represented by the Indianapolis community.
- Form strong cluster membership and engagement between current and new members.
- Develop a strategy and guide the design of the cluster space/exhibit area.
- Coordinate hands-on activities for students.
- Lead meetings – create and send agendas, minutes, maintain cluster membership lists – monthly meetings beginning in January through a debrief meeting in October.
- Attend cluster co-chair monthly meetings.
- Gather, organize, and submit all of the needed information around floor plan (Wi-Fi, AV, electrical, table needs).
- Recruit "day of" volunteers for JA JobSpark event days.
- Actively engage during set-up and two days of event.
- Consider being a JA JobSpark sponsor. Additional information will be forthcoming.

Cluster Member Role:

- Participate in regular planning sessions from January – September 2017.
- Develop 3-5 experiential exhibits to fully represent your Career Cluster and inspire students.
- Help define skills necessary to succeed, career pathways and average annual earnings within your cluster.
- Recruit "day of" volunteers and attend the JA JobSpark event on 9/26 and 9/27 as a volunteer.
- Consider being a JA JobSpark sponsor. Additional information will be forthcoming.

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