



Cluster Information

Thursday, September 29th & Friday, September 30th

Indiana State Fairgrounds West Pavilion

1202 East 38th Street

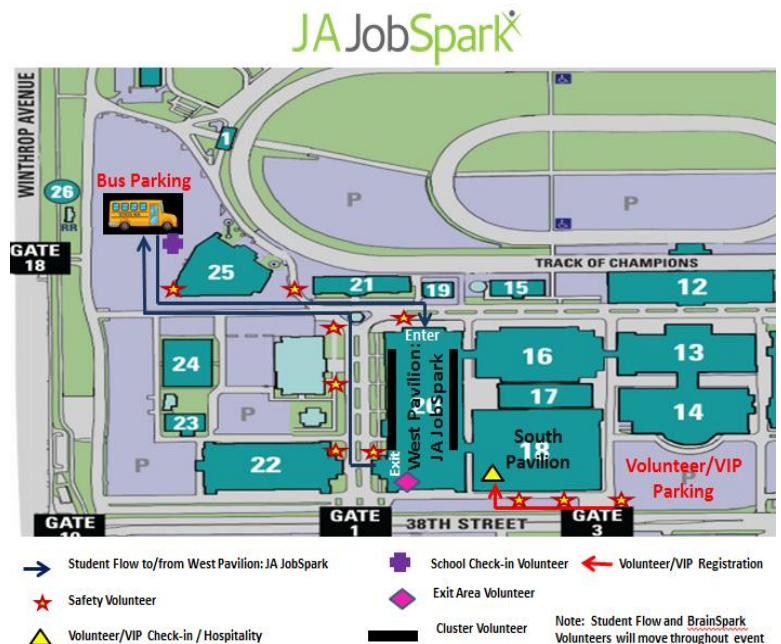
Indianapolis, IN 46205

www.jajobspark.org

- JA JobSpark is a hands-on two-day career expo for all Marion County 8th graders.
- The event is meant to “spark” an interest in students and get them excited for their future.
- Students will learn about skills needed for jobs that will be in demand when they graduate, while utilizing equipment that is used in those jobs daily.
- Students will have a better understanding of the courses they would need to take in high school, a track for post-secondary and a clear career pathway for what they find they’re interested in.

By the Numbers

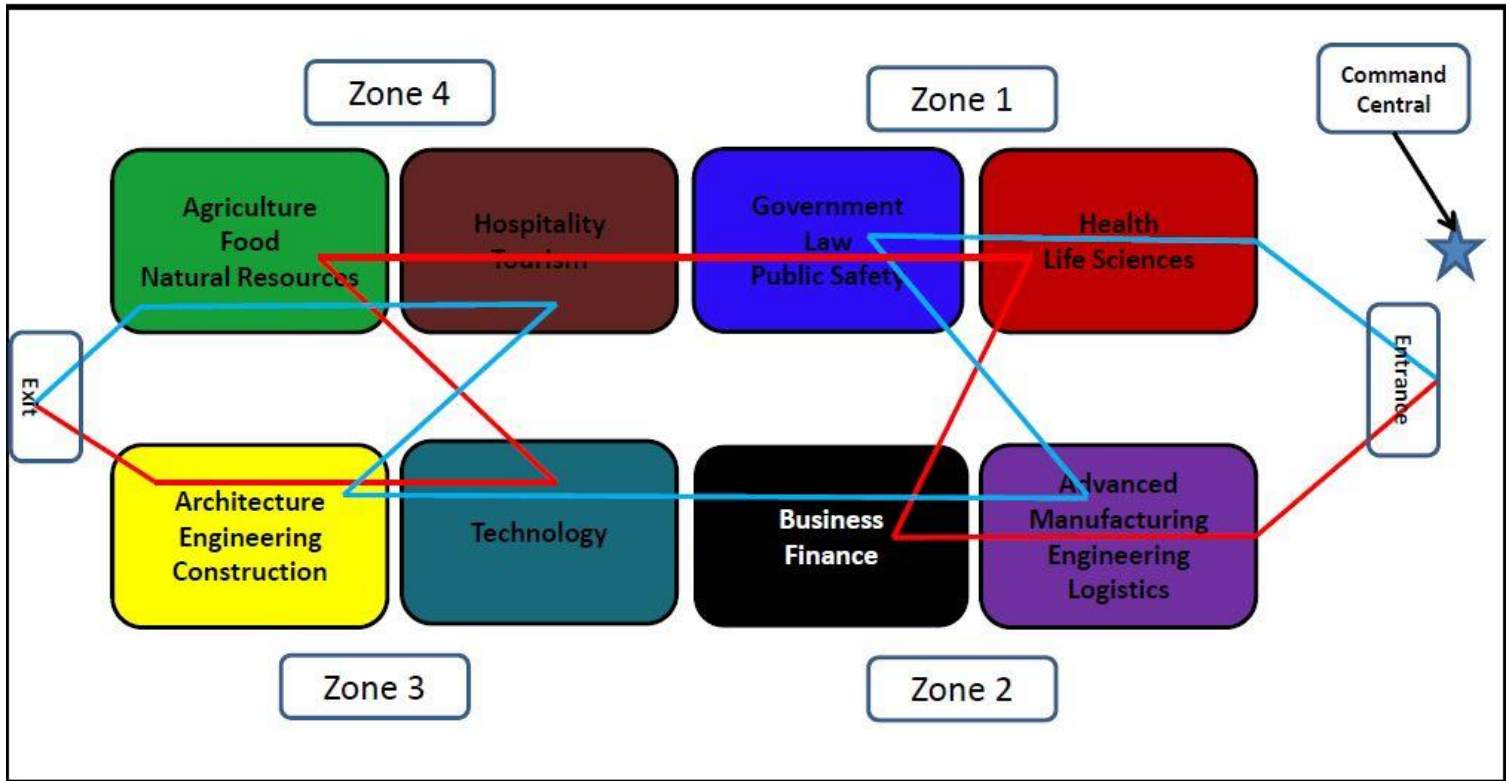
- 7,100 Students
- 40 Schools
- 9 School Districts
- 100+ Exhibitors/Employers



Enter State Fairgrounds Gate 1 or 6 and proceed to Volunteer Parking Area

You will NOT need to pay for parking, but will need to bring a printed parking pass that will be emailed to you electronically before the event.

West Pavilion Layout



Emergency Procedures:

- **Severe Weather:**
 - Move inside to the West and South Pavilions
- **Fire:**
 - Evacuate the buildings and go to the parking lot
- **First Aid:**
 - Contact volunteer staff member in Command Central of the lobby of the West Pavilion
- **Lost Child:**
 - Contact staff member in Command Central of the lobby of the West Pavilion



Schedule

Move-in Day, Wednesday, September 28

- 7:00-8:00am: Big Machines to arrive
- 8:00-9:00am: Big Vehicles to arrive
- 10:00am – all day: All other deliveries

JA JobSpark, Thursday, September 29

- Check in at 7:15 am in South Pavilion-Hall D
- West Pavilion open from 8:00 am – 2:30 pm for event
 - Each student will have 30 minutes within each zone (15 min/cluster)
 - Approximately 500 students within the zone at a time

JA JobSpark, Friday, September 30

- Check in at 7:15 am in South Pavilion-Hall D
- West Pavilion open from 8:00 am – 2:30 pm for event
 - Each student will have 30 minutes within each zone (15 min/cluster)
 - Approximately 500 students within the zone at a time
- Tear down / Move out: 3:00 pm – 11:00 pm

Lunch: Lunch will be provided to volunteers that are scheduled for a full day shift. Volunteers working a partial day shift should plan to bring their own snacks or lunch. Limited space will be provided to eat in Hall D of the South Pavilion (where you checked in for your shift). Please ensure coverage of your area/activity before leaving to go to Hall D. IU Health will be providing healthy snacks to all volunteers throughout both days in Hall D.



Cluster Volunteer Schedule

Volunteer Positions: When you arrive on the day of the event, please report to the Volunteer Check-In table in the South Pavilion, Hall D.

All volunteers should check-in at their designated shift start time. Shift Designations are listed below:

Shift B: 7:30 am – 11:30 am

Shift F: 11:00 am – 3:00 pm

Position 10 – Industry Specific Cluster Volunteers (shifts B & F – 50/cluster/shift):

- Be knowledgeable of industry area you are representing
- Communicate industry specific skills, education needed, jobs available, etc.
- Assist Student Flow Volunteers while group is in your zone
- Comfortable working with kids, energetic/enthusiastic
- Assist cluster members with running hands-on activities, monitoring for safety
- Ensures activity instructions are properly given and being followed
- Monitors equipment/cluster assets that are to remain in the area
- Position will be an indoor activity
- Industry specific talking points will be provided

Tips for an Engaging Experience

- Have an interactive experience within cluster
- Introduce yourself to students and talk about your career
- Avoid answering phone calls or texting while in your cluster
- Recognize that some students will be shy
- Open a dialogue with them by asking relevant questions
- Recognize the age group and focus your message to connect with each student
- Approval required through Steering Team for handouts and giveaways
- Share your JA JobSpark experience on social media with:
 - #jajobspark
 - #whenigrowup
- IU and Lilly specific hashtags:
 - #wearelilly
 - #serviceselfie
 - #dayofservice

Tips for Connecting with Students

- Maintain open body posture and good eye contact
- Stay friendly, positive, engaging. Say “hello” to everyone! SMILE!!
- Be yourself
- Describe your job
- Share your own education and career path
- Start the conversation and ask questions
- Ask: Have you ever thought about a career as a _____?
- Thank the student for visiting the cluster and visiting JA JobSpark



Questions Students May Ask

- What does your industry do/make?
- What are the rewards of working at your job?
- What types of education, training or skills are required for your career?
- What are some of the entry-level careers in your industry?
- What type of on-the-job training does your industry offer?
- Why did you choose this career?
- What is the coolest thing you have ever done at work?
- What is a typical salary for your profession? (be prepared with a range for your field)
- What can I do today to begin preparing for a job like yours?
- Are there opportunities for self-employment in your field?
- What daily tasks do I have to perform for this job?
- How many hours a week do you work?



Expectations & Follow up

Cluster Expectations

- Be on time. Allow time for parking and to locate your cluster
- Contact the JA JobSpark Cluster Chair if you will be late or unavailable
- Ask questions of the JA JobSpark Cluster Chair before your shift if you are unsure of your role or expectations
- Keep personal items safe and out of sight
- Monitor business assets as individual clusters are responsible for lost or stolen property
- Utilize volunteers to have an engaging and interactive day
- Do not put food or water bottles on display tables
- There are no formal breaks, however; drinks and snacks are available in South Pavilion-Hall D
- Coordinate breaks with your cluster team
- Do not leave cluster unattended
- Wear company identifying gear – name badge, company shirt, khakis or industry specific attire
- Wear JA JobSpark Lanyard (provided to you)

After the Event

- You will be sent an online survey about your JA JobSpark experience. We hope you will participate so we can enhance our event in 2017 and beyond.
- Schools will be excited after this event and are encouraged to reach out to industry partners to continue relationships for job shadowing, presenting in classrooms, internship opportunities, etc. Have business cards available or direct them to www.jajobspark.org for additional information.
- Continue to sign up for additional JA opportunities throughout the year at www.jaindy.org.
- Stay tuned for information on the 2nd annual JA JobSpark.



Contact Information

Contact Information

If you need assistance while at JA JobSpark, please contact a JA JobSpark staff member or JA JobSpark Volunteer.

Important phone numbers will be provided in a binder located in your cluster. A member of your cluster (the Facilitator or a co-chair will also have a walkie talkie).