

May 2023 Sherry Booth

TECH TREK COORDINATOR

Job Description:

- Plan and coordinate all aspects of the branch participation in the AAUW Tech Trek program.
- Chair the Tech Trek committee
- Serve on the Board of Directors
- Except for in-person interviews, the meet and greet in late May, and the presentation to the membership at the September general meeting (“September Event”), everything from 2023 forward is done online. Knowledge of websites, use of spreadsheets, and general computer skills are essential.

Responsibilities:

- Attend all Board meetings.
- Coordinate activities of the Tech Trek committee:
 - Identify the public middle schools in Belmont, San Carlos, and Redwood City that have 7th grade students. Past schools: Sandpiper, Nesbit, Central Middle, Ralston Middle, McKinley, Clifford, Garfield, Kennedy, Tierra Linda, Hillview (Menlo Park)
 - Contact principals first; then the 7th grade science/math teachers about the program
 - Send teacher nomination forms to appropriate teachers
 - Then send parent authorization forms to parents of nominated girls
 - Read girls’ completed applications
 - Set up in-person interviews with nominated girls (always a public space, and always two adults).
 - Decide on girls to invite to camp, both in-person and virtual and notify them, the parents, and the teacher who nominated them, and state AAUW Tech Trek
 - Contact girls from previous years to inform them about being counselors so they can apply if they wish
 - Set up a meet and greet for accepted campers—provide a program, time for questions, etc. Also provide snacks and drinks. Late May works well.
 - Follow up, if necessary, on the paperwork parents need to provide (health forms, immunizations, etc.)
 - If possible, visit the camp at least one time. Camp director can advise on this.
 - Set up parents and girls to attend the September general meeting (“September Event”) to talk about their experiences at camp
 - Inform branch members about Tech Trek on an ongoing basis. This is usually via an article in the Triad.
 - Fund raising as necessary
 - Recognize major donors, as appropriate, including businesses and corporations.
 - Observe all deadlines for funds and candidate information to be sent in for camperships. (Information comes from the state coordinator for Tech Trek.)
 - Maintain a Chairman’s book or file. Include End of year reports and any other useful materials.

continued

Deadlines:

1. Triad deadline: 15th of the month
2. End of year report

Member of: Board of Directors

Chair of: Tech Trek Committee