Exploring STEM Careers Pipeline Program  
Volunteer Engagement Opportunities

Thank you for your interest in volunteering with the TAG-Ed Exploring STEM Careers Pipeline Program. Our mission is to support Georgia’s workforce by means of equipping and preparing future Georgia employees, who currently happen to be high school students. More specifically, this program will equip students with hard and soft skills beneficial for landing jobs in STEM related careers. It’s a great feat and large undertaking, and it is impossible to accomplish without the support of invaluable volunteers like you!

We realize that level of engagement interest, availability, and capability come in many shapes and sizes – so do our volunteer opportunities! You’ll find 4 primary levels of engagement with multiple roles within each level. The 4 levels are: Host, Mentor/Advisor, Presenter, and Sponsor. Take a look at the details for each level below, and choose the fit that works best for you.

If you are interested in any of the below opportunities, please contact Kristina Smith to get set up as volunteer.

   Email: kristina@tagonline.org  
   Phone: 404-920-2037

Again, thank you for your partnership. We are excited to work with you in this endeavor!
Host

- **Host a Company Tour**
  Hosting a company tour is essential to the Exploring STEM Careers Pipeline Program. Over the course of 2 years we will spend the majority of our time together as a cohort in the classroom; however, the opportunity to meet industry professionals and get a peek into the inner workings of an organization is invaluable. The responsibility of hosting a company tour includes the following:
  - Work with the Program Manager to schedule a day and time
  - Coordinate logistics regarding security and visitor access
  - Plan a 1-2 hour experience. This experience can include touring facility, listening to speaker(s), participating in an activity, etc.
  - Work with the Program Manager to handle logistics of hosting anywhere from 20 – 80 high school students. This could potentially result in coordinating multiple tours for 2 – 3 groups.
  - BE AWESOME!

- **Host a Panel Discussion**
  One of the key components of this program is the “explore” component. We are dedicated to exposing our participants to multiple career paths, perspectives, and stories of both success and failure. The responsibility of hosting a panel includes:
  - Work with the Program Manager to schedule a day and time
  - For office-site panels, coordinate logistics regarding security and visitor access
  - Gather a diverse group of colleagues to sit on the panel
  - Be engaging and enthusiastic
  - Offer honest, genuine, and helpful advice to a group of 20 – 80 high school students
  - BE AWESOME!

- **Host an Intern**
  One of the summer opportunities available for all Pipeline Program participants is the chance to compete for a 5 week summer internship. Students from across the state apply for a limited number of internship opportunities; we’re hoping to increase the number of hosts, affording more students with this amazing experience. As an intern host, responsibilities include but are not limited to the following:
  - Work with TAG-Ed Internship Director to schedule internship dates and confirm number of interns you will be hosting
  - Provide intern(s) with a meaningful summer internship experience
  - Provide guidance and feedback for student professional development
  - Be AWESOME!
Mentor/Advisor

- **On-Site Mentor**
  The most direct way to give to the Exploring STEM Careers Pipeline Program is by being a weekly mentor in the classroom. This level of engagement may be the most demanding in terms of time, but it can also be the most rewarding in terms of level of impact and influence. If you are passionate about spending one-on-one time with the students and really helping to shape their path, you would make a great on-site mentor! The responsibilities of this role will vary from week to week, but here is generally what you can expect:
  - Attend a at least 2 workshop sessions per month
  - Assist the Program Manager with classroom management and workshop execution
  - Serve as a mentor to at least one of the students.
  - Encourage and assist students in establishing a personal growth and development plan
  - Oversee group work sessions and facilitate group discussions
  - Assist the Program Manager with recruiting potential guest speakers and corporate hosts
  - BE AWESOME!

- **Web Team Challenge**
  There are multiple opportunities to interact directly with our students. The [High School WEBChallenge](#) is designed to engage our local students in high-level critical thinking through hands-on web design. Winning teams and their teacher sponsors are awarded educational scholarships for their entries – and YOU can help create a winning team! Responsibility of serving as a web team mentor may include the following:
  - Provide technical guidance to your assigned team
  - Ensure that all requirements of the challenge are met
  - Assist team with project and time management
  - Be AWESOME!

- **Conduct Mock Interviews**
  What students learn inside the classroom has very little relevance without an opportunity to display their newfound knowledge in a real world experience. With that in mind, participants of the Exploring STEM Careers Pipeline Program will have an opportunity to apply for a 5 week summer internship, competing with thousands of other applicants. To make OUR students even more prepared and competitive, we conduct mock interviews. Your responsibilities as a mock interviewer include:
  - Conducting 3-4 mock interviews
  - Provide positive and constructive feedback
  - Attend the “Preparing for an Interview” Workshop
  - Be AWESOME!
• **Reality Check Roundtable Participant**
  The Exploring STEM Careers Pipeline Program is a well-rounded program with a mission to develop well-rounded individuals. One aspect of being well-rounded is having awareness of self and awareness of the world we live in. The Reality Check Roundtable activity serves this exact purpose. This activity allows students to share their future plans with multiple advisors, and in return, they are presented with questions and important realities to consider.
  o Advise 5-6 students through asking tough questions and presenting important realities to consider
  o Participate in the initial and end of the year Reality Check Roundtable workshops for maximum influence and return on investment
  o Be AWESOME!

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**Presenter**

• **Guest Speaker**
  The backbone of the Exploring STEM Careers Pipeline Program are the weekly workshop sessions. Covering a wide range of topics from public speaking to career planning, from web & app development to problem solving, from financial literacy to college prep ... and much more! There is a lot of information that can be accessed online or via word of mouth, but we would love nothing more than to have knowledge experts in house to deliver the material in a deep and meaningful way.
  o Work with Program Manager to schedule a date and topic for presentation
  o Prepare a presentation and activation activity
  o Be AWESOME!

• **Participate in Professional Panel**
  Similar to hosting a professional panel without the commitment of forming the panel. Our in-classroom panel provides the opportunity to explore different pathways to multiple careers and companies. If you would not be able to provide the space or number of resources to host a company-specific panel, sitting on a multi-company panel may work for you. The responsibility of participating on a panel includes:
  o Meeting at the partner location (school) at a designated time, as communicated by the Program Manager
  o Speaking on your personal experience and answering questions related to your career path, obstacles, advice, etc.
  o Be AWESOME!
**Participate in College Panel**

While gaining exposure to different career options and professionals is invaluable as a high school junior/senior, the next step for most of our students is not choosing a career – it’s going to college. For this reason, we have college panels as well. High schoolers have a lot of questions about things that the “big kids” can’t adequately answer. If you are a college student, this is where you come in:

- Meeting at the partner location (school) at a designated time, as communicated by the Program Manager
- Speaking on your personal experience and answering questions related to your college choice, obstacles, advice, life on campus, etc.
- Be AWESOME!

**Sponsor**

Maybe you don’t have the time to be heavily engaged at the student interaction level, but you DO have a desire to support this amazing initiative. Well, this category is specifically for you and just as important. Become a financial sponsor today!

**Donate Snacks/Meals**

Our workshops take place after school for 2 hours or 4 hours on a Saturday morning. We aren’t keeping anyone’s attention if we aren’t feeding these kids! Donating drinks and snacks for the Exploring STEM Careers Workshops would be a HUGE way to support our program. We can work with you to provide snacks based on what works best for you. Below are a few suggestions:

- Adopt a school and provide snacks at one specific location for a year
- Provide snacks on a time-based schedule (i.e. monthly, quarterly, etc)
- Donate financially allowing TAG-Ed Staff to purchase snacks as needed
- Sponsor a buffet for End of the Year Celebration Reception
- Be AWESOME!

**Donate Transportation for Field Trips**

The logistics of transporting approximately 80 students from multiple locations to company hosted field trips, panels, site visits, or networking visits (potentially on different days) will prove to be a nightmare in and of itself. Alleviate some of the headache by donating towards the cost of vehicles.

- Donate towards the full or partial payment of an entire bus
- Connect us with a contact who can provide transportation for approx. 30+ people
- Be AWESOME!

**Sponsor Staff Professional Development ($425 per teacher)**
At TAG-Ed, we are dedicated to not only serving the students but also the teachers and staff at our partner schools. We desire to achieve sustainable impact through empowering our partners to implement our STEM programming inside their classrooms on a day-to-day basis. The more students are regularly exposed to technology, the more likely they are to understand the importance of technical literacy for their future success.

We’ve recently been given a wonderful opportunity to help develop teachers and staff through honorCode. HonorCode is offering 12 hours of professional development to a cohort of teachers who are interested in learning how to weave coding into their general content classroom. Additional benefits of this training include:

- A full year of the honorCode K12 Coding Curriculum - complete with unit plans, lesson plans, and pre-and post-tests - to help ease the transition to teaching coding in your classroom
- Coding assignments between PD sessions to sharpen your skills
- Access to honorCode resources that will help you feel confident teaching coding to your students
- Membership in a growing community of teachers sharing tools and resources

The cost of this training is $425 and is being offered to teachers around Atlanta. We want our staff to be amongst the teachers in this cohort! Training takes place between January and March 2017 and teachers who go through this training will be one step closer to helping their schools become STEM Certified. This will have a HUGE impact on the school’s ability to prepare their students for STEM careers.