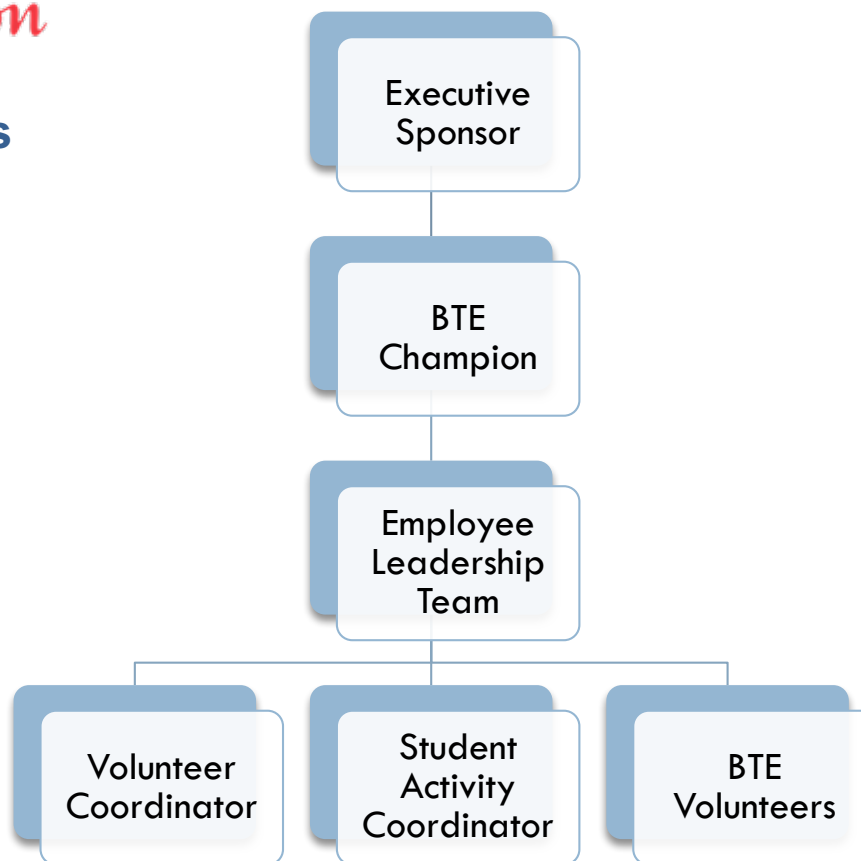


BTE Management

Local Operating Company Roles & Responsibilities



Employee Volunteers



BTE Management

Local Operating Company Roles & Responsibilities

- **Executive Sponsor**

- ✓ Official sponsor as the BTE program (brings BTE to Local Operating Company) and signs the Letter of Commitment
- ✓ Keeps local operating company's management / leadership team informed
- ✓ Supports Strategic Planning (optional) – helps design the BTE program
- ✓ Chairs the Advisory Committee – offers leadership and provides overall program advice
- ✓ Recruits a BTE Champion
- ✓ Provides funding for materials not covered by the program
- ✓ Requests updates on the program from the BTE Champion
- ✓ Acknowledges and supports volunteer efforts
- ✓ Works to encourage a sustainable BTE program post corporate funding

Commitment: 10 hours per year

BTE Management

Local Operating Company Roles & Responsibilities

- **BTE Champion**

- ✓ Serves as the “champion” of the program within the company
- ✓ Main point of contact with FHI 360, for any support
- ✓ Serves on the Strategic Planning Committee and helps design the local BTE program and BTE Management Team
- ✓ Serves on the Management Team – supports implementation and helps to develop an annual Calendar of Activities
- ✓ Recruits a Volunteer Coordinator and Student Activity Coordinator and finalizes their role profiles.
- ✓ Provides guidance and finalizes decisions on program activities
- ✓ Supervises the Volunteer Coordinator and Student Activity Coordinator to ensure all activities are being managed per program guidelines
- ✓ Distributes annual BTE Volunteer Survey (online)
- ✓ Communicates relevant program information and impact decisions to Executive Sponsor
- ✓ Promotes the BTE program within the local operating company.
- ✓ Attends the ABTS (annually), or delegates attendance to another Employee Leadership Team member

Commitment: 30-40 hours in the Strategic Planning Phase / 20 hours per program year

BTE Management

Local Operating Company Roles & Responsibilities

- **Volunteer Coordinator**

- ✓ Participates in monthly BTE Management Team meetings
- ✓ Recruits employees from the Johnson & Johnson local operating company to deliver program activities to students
- ✓ Track Number of Volunteers and Total Hours
- ✓ Coordinates activity logistics with site coordinator
- ✓ Engages the employees throughout the 3-year implementation
- ✓ Communicates BTE information with volunteers
- ✓ Serves as the main point of contact for all volunteers
- ✓ Ensures all volunteers are trained and received guidance on interacting with students
- ✓ Creates a “menu of options” for volunteers to select how to participate in the BTE program
- ✓ Maintains all volunteer records including, volunteer name, skills, contact information, activities he/she is interested in facilitating, and hours engaged.

Commitment: 10-20 hours per program year

BTE Management

Local Operating Company Roles & Responsibilities

- **Student Activity Coordinator**

- ✓ Participates in monthly BTE Management Team meetings
- ✓ Works with site coordinator to determine the overall themes / general content to be delivered by BTE Volunteers to BTE students
- ✓ Selects specific content for local operating company-led monthly programming
- ✓ Recruits additional local operating company (content-specific) volunteers, as needed
- ✓ Works with BTE Volunteers to design student activities.
- ✓ Consults with Volunteer Coordinator to schedule volunteers for activities befitting of their skills and experience.
- ✓ Keeps a record of subjects covered and archives materials used.

Commitment: 10-20 hours per program year

BTE Management

Local Operating Company Roles & Responsibilities

- **Employees (Volunteers)**

Volunteers recruited for specific program activities. Some potential opportunities:

- ✓ “Career Coaches” – Work with BTE students in an ongoing basis
- ✓ Company Tour Providers
- ✓ Workshop Presenters
- ✓ Guest Speakers
- ✓ Job Shadow / Internship Supervisors

Commitment: Based on program activities.

Range: 1 hour / year to 20+ hours / year

Average: 2.8 hours / month

BTE Management

Local Operating Company Program Activities

	Low	Moderate	Intense
	1 hour / employee / activity	⇒	30 hours or more / employee / year
Academic Achievement	After-school Programs/ Clubs Science Laboratories Guest Lectures	Applied-learning Projects Teacher Externships	Tutoring / Remedial Education Curricula Development On-site Camps
Career Readiness & Exploration	Company Tours Brown Bag Luncheons Work Readiness or Soft Skills Workshops	Career Coaching Job Shadowing	Internships
Higher Education Preparation & Exploration	Tours & Tasters Workshops	Application Support “Boot Camps”	SAT/ACT Tutoring Dual Enrollment

Note: Level of effort does not equal level of impact.