

## Roles and Responsibilities Worksheet (Required)

Describe how each applicant partner plans to contribute to the overall program plan including, but not limited to, time contribution, personnel contribution, monetary contribution, shared responsibilities, use of facilities, etc.

### 1. Faith-based organization:

- Time contribution  
ACTION will give 50% of Coordinator's time.
- Personnel contribution  
Coordinator (0.5 FTE)
- Monetary contribution  
ACTION will give 50% of Coordinator's time as in-kind contribution.
- Shared responsibilities  
Participate in leadership team meetings and contribute to program planning. Support the recruitment of mentors (job coaches) through other organizations, such as Mahoning Valley Association of Churches, Youngstown State University, Eastern Gateway Community College, Oakhill Collaborate, and other community groups.
- Additional roles and responsibilities  
Spearhead advocacy and communication efforts to build public awareness and support for the program; lead sustainability campaign to fundraise for future years of the program; lead planning and convening of professional development for mentors/job supervisors related to building hope including two speaker/learning events for the mentors (job coaches) each year which may include identifying speakers, planning the program, creating communications to advertise the event, and recruiting volunteers for the events.

### 2. School district partner:

- Time contribution  
Youngstown City Schools will give 10% of Executive Director of Career Technical and Adult Education's time, 100% of District YBECC Program Coordinator's time and 10% of Communications & Public Relations Director.
- Personnel contribution  
Executive Director of Career Technical and Adult Education (0.1 FTE), District YBECC Program Coordinator (1.0 FTE), Communications & Public Relations Director (0.1 FTE).
- Monetary contribution  
\$9,700 in-kind contribution for Executive Director's time; \$7,600 in-kind contribution for Communications & Public Relations Director.

- **Shared responsibilities**  
Participate in leadership team meetings and contribute to program planning; partner closely with ACTION to develop and lead training for mentors to foster hope and increase work readiness; support other partners in recruiting business leaders and develop training resources and programming for business leaders and mentors; support communications to businesses and the public.
- **Additional roles and responsibilities**  
Lead outreach to students and families; match students with mentors; lead workshops for students to prepare them for success in their job placements (e.g., writing resumes, interview skills, time management skills, team management skills, dressing for success); manage record-keeping for student attendance, schedules, etc. and administer a pre- and post-program assessment of students' knowledge and experience; facilitate screening process for the mentors (i.e., BCI and FBI check); encourage parental involvement along with social activities (e.g., parent night, career fair, job fair, Night at the Arts, college fairs, and community information); and monitor progress by visiting work sites and gathering feedback via evaluation forms from the mentors (job coaches).

### 3. Business partner:

- **Time contribution**  
Eastern Gateway Community College will give time of the Dean of Business, Engineering, and IT as needed.
- **Personnel contribution**  
Provide possible mentors, tutors, and educational consultants on a voluntary basis.
- **Monetary contribution**  
None
- **Shared responsibilities**  
Participation in leadership team meetings and contribute to program planning.
- **Additional roles and responsibilities**  
Support community connections to gain future partners and participants; offer facilities as needed.

### 4. Community nonprofit (if applicable):

- **Time contribution**  
Will act as the Fiscal Agent. Plans to bring additional partners related to the program. Will ensure alignment between schools and program services to strengthen, enhance, and enrich the quality of education and life choices for participating students by active involvement of businesses, industries, and organizations.
- **Personnel contribution**  
Lead Program Director (1.0 FTE)

- Monetary contribution

The Chamber will give 50% of Lead Program Director's time as in-kind contribution.

- Shared responsibilities

Participate in leadership team meetings and contribute to program planning and assisting with the coordination of internship/externship opportunities. Support other partners in recruiting business leaders and develop training resources and programming for business leaders and mentors; support communications to businesses and the public.

- Additional roles and responsibilities

Convene all partners in regular leadership team meetings; manage a detailed implementation plan and ensure clarity of roles, responsibilities, and key milestones; engage the Chamber's member businesses in the program; manage the program budget; facilitate the writing and delivery of any grant-required reporting.