

CAP Zone Coordinators

The Classroom Agriculture Program (CAP) is a non-profit, multi-commodity initiative that teaches elementary students the importance of agriculture in their daily lives.

Since inception in 1985, over 660,000 students across Alberta have taken part in CAP.

CAP is a multi-commodity initiative supported by Agriculture for Life, Alberta Grains, Alberta Beef Producers, Alberta-British Columbia Seed Growers, Alberta Canola, Alberta Chicken Producers, Alberta Milk, Egg Farmers of Alberta, Alberta Pulse Growers, Alberta Veterinary Medical Association, Eastern Irrigation District, and Alberta Irrigation Districts Association.

This is a unique program in that it is presented by volunteers involved in the agri-food industry. Volunteers are encouraged to personalize the CAP material with their own props and stories. The dynamic one-hour presentation promotes as much interaction as possible while teaching students about agriculture.

The role of the Zone Coordinator is to organize the volunteers in their specific zone with the schools who have registered. Zone Coordinators also offer presentation ideas and guidance to volunteers and assist with distribution of materials to volunteers and teachers.

Honorarium:

- \$650.00 per annum plus:
 - \$225 for coordinating 25 schools or less,
 - \$275 for coordinating 26-59 schools or less,
 - \$325 for coordinating 60 or more schools.
- \$150.00 per diem for attending the annual meeting in Calgary
- Mileage will be paid at \$0.54 per kilometer
- All telephone calls and shipping incurred while working on behalf of CAP will be reimbursed. Please submit original receipts.



Job Description and Timeline:

January

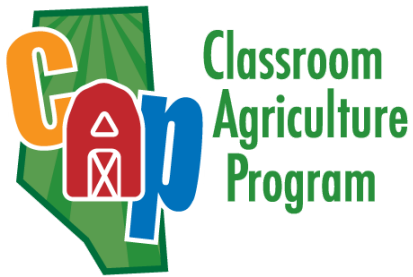
- Attend a Zone Coordinator Meeting
 - Pick-up/Receive education material for designated zone from the packaging office

February

- Organize volunteer workshops to train volunteers and distribute materials.
- **Update volunteer list with correct email, mailing addresses and contact information.**
 - **Forward new volunteer to Education Manager for screening**
 - Assign volunteers to one or more classrooms. If the school that a past volunteer visited last year has applied this year, ask if that volunteer would like to go back to the same school. Encourage volunteers to take on more than one classroom.
 - **Keep records of the assignment.**
 - If it helps enter all of the school information into the spreadsheet provided by the Education Manager.
 - Sort by area, so that one volunteer can take several schools in the area most convenient to them.
 - **Advise volunteers to contact schools and present from February 1 to May 31**
 - If volunteers do not attend workshops, make arrangements to deliver their material (mail, drop off, pick-up, meet one on one)
 - Organize and distribute the Teacher Package(s) for each classroom
- **Please remember to thank the volunteers for their time and effort each time you speak with them.**
 - Each volunteer will receive a gift card (typically from Tim Hortons)– this can be done by yourself if you would like to thank your volunteers, or the Education Manager can send them on your behalf. This is typically done in June.
- If there are more classroom registrations than volunteers, the coordinator must try and recruit new volunteers with the help of the Education Manager. This can be done through personal contacts, local agriculture organizations, or referrals from CAP Committee members

March/April

- Monitor volunteers to ensure presentations are being delivered
- Have Volunteers report as presentations are completed on the spreadsheet



Job Description and Timeline Continued

- Report to Education Manager any difficulties encountered
 - Such as short of volunteers or teachers not able to be reached
- Present your own programs to schools

May/June

- **If a school does not have a volunteer assigned by May 1st please MAIL or drop off the Teacher Package and Activity Booklets! Include a letter of apology (copy available from the CAP Education Manager).**
- Submit final report to office including total number of schools, classrooms, students and volunteers who received CAP in your zone - Education Manager to provide an outline
- Submit the updated volunteer list with correct email addresses, mailing addresses, contact information and records of which volunteer was sent to which school.