

## Field Trip Teacher Assistant 2016

Field Trip Teacher Assistant 2016 The Field Trip Teacher Assistant provides supervisory support for high school teachers arriving at the Festival with their students. Your rapport with teenagers is a huge asset as, with good humour and a firm hand, you help teachers to guide and supervise groups of enthusiastic students as required.

This year, teachers can bring students to the 6th floor by the stairs as well as by elevator if some students require it. Two or three Field Trip Teacher Assistants will greet the teachers and students outside of the Holiday Inn when they arrive and note the names of the schools and the teachers. They will give the teachers questionnaires and direct them to the stairs, or elevators for those students that cannot take the stairs.

At the top of the stairs on the 6th floor (and at the elevators) FFT assistants can meet students and escort them to the venue if required. You will make sure teachers have questionnaires.

At least one of you will need to also be in the lobby to direct students to the TEENSWRITE! WORKSHOPS at 9:30, 11:10 am and 12:50 pm. These take place on the ground floor in the Sir John A Room.

You report to the Volunteer Coordinator.

Your main responsibilities are:

- To greet and direct teachers and groups of teens to the stairs at their arrival and departure, and take temporary charge of students who may have to wait for an elevator.
- To assist teachers to maintain control of their entire group while onsite, and to help round up strays, as needed
- To assist event staff to facilitate lineups before the first two events.
- To round up students and facilitate event lineups after the break if they are changing rooms for their next event.
- To write down, school and teacher names as they arrive.
- \* To distribute questionnaires to each teacher and encourage them to fill it in.
- To direct students to event venues (Bellevue, Islandview & Sir John A. rooms.)
- To write down any questions/comments you hear from students and/or teachers, positive, negative or interesting, to help with future planning.

### Step-by-Step

Arrive in the Volunteer Lounge in enough time to enjoy a coffee or tea before you go on duty.

Meet your fellow Field Trip Teacher Assistants, and get final instructions from the Volunteer Coordinator, who will assign you to a post. Those on the ground floor will be given a clipboard and questionnaires. Pick up a Festival scarf and head outside to stand in front of each exterior entrance of the two staircases or to the sixth floor.

Ground floor FFT Teacher Assistants: one of you meets each group as they arrive and note the school and teacher's name. Introduce yourself, give the teacher a questionnaire and direct the group to the stairway. Offer to supervise any students who the teacher indicates should use the elevator

Upstairs FFT Teacher Assistant: greet each group as they reach the 6th floor by the stairs or step off the elevator. Each teacher may have a FFT assistant to assist them. Escort the group to the designated line-up area, to wait with their teacher.

During the break after the first two events are over, assist teachers and event staff with helping the kids find their correct lineup for the second two events or the TeensWrite workshop on the ground floor. If their next event is in the same room they may stay seated. Teachers may split their class into smaller groups to attend

different events at the same time. At the end of the second session, assist as needed as teachers rally their groups, and disburse for lunch.

At the end of the final Field Trip event, Field Trip Teacher Assistants assist teachers to organize their students to use the stairs and wait with any students upstairs who may have to use the elevator. Each teacher travels down the stairs with his or her group of students.

Collect as many FFT questionnaires a possible!

Once a teacher has done a headcount and is satisfied that everyone is present, they will head to their bus. Give them a friendly wave goodbye. Once all groups have left, head up to the Volunteer Lounge to return your scarf, and enjoy a lively replay of the Festival Field Trip