



## B More Global Staff Liaison Responsibilities

- Serve on BMG's Events Committee (2 hrs/month x 12 = 24 hrs)
- Complete two onboarding sessions with BMG staff prior to implementing programming (1 hr/session x 2 = 2 hrs)
- Curriculum planning, lesson prep, and reporting (0.5 hrs/lesson x 16 = 8 hrs)
- Ensure delivery of the BMG curriculum and complete assigned curricular responsibilities, which include (1.5 hrs/lesson x 16 = 24 hours)
  - Implementing student development sessions
    - Sessions must adhere to BMG curriculum, though staff are welcome to supplement lessons with any content appropriate for specific student population or course of study
    - Track student attendance and provide documentation to BMG that each student has attended at least 80% of sessions
    - Administer Student Pre- and Post-Programmatic Questionnaires (to student travelers and a control group of similar students who are not participating in BMG curriculum or trip)
  - Driving student turnout at BMG fundraising events especially at Patterson Park 5K & Homebrew Contest (first Saturday of December, 9am - 5pm)
    - Track student volunteer activities and provide documentation to BMG that each student has completed at least 5 BMG-related volunteer hours
    - Serve as a volunteer at Patterson Park 5K & Homebrew Contest (minimum 2 hrs)
- Coordinate all aspects of trip preparation including: planning and running student/family information session(s), recruiting students, helping students and chaperones register with the tour provider, ensuring that all travelers have valid passports with at least six months after return date of trip before expiration, allocating BMG scholarship funds in accordance with BMG policies, ensuring that all BMG and BCPSS forms are completed, holding pre-trip briefing, arranging transport to and from airport, etc. (16 hrs)
- Serve as the primary point of contact for BMG, the students, families, and tour provider through the process (2 hrs).
- Maintain ongoing communication with students/families regarding travel plans, eligibility changes and criteria, etc., including (2 hrs):
  - Quarterly communication with students/families regarding status updates of behavioral and academic contract
  - Lead and/or coordinate any necessary student conferences regarding academic or behavioral performance that may warrant student-led performance plans to remain eligible for the trip
- Travel on the trip abroad and serve as lead chaperone, which will include (hrs vary based on trip length/itinerary):
  - Travel with the group at all times and ensure student participation in all scheduled program activities.
  - Keep the group together and accounted for.
  - Help students actively participate in the program by making sure they are on task, listening attentively, following directions, and completing the activities assigned.
  - Monitor the behavior of the students with the assistance of the chaperones (if applicable).
  - Address inappropriate behavior or violations.

Total Estimated Time Commitment (not including trip abroad) = 80 hrs