Position Descriptions 2022-2023

Co-chair elect (3 people) – 2022-2024

● ~1-3 hours per week with responsibilities increasing throughout the year; 6+ hours during science night weeks. Total of 2 years (including Co-chair).
● Learn responsibilities of being a co-chair (with the expectation that co-chair elects will become co-chairs the following year).
● Attend weekly meetings with co-chairs and BOA advisor.
● Recruit Biocore students to join BOA.
● Plan Science Nights with co-chairs, plan last science night of the year with minimal co-chairs’ assistance in Spring 2023 semester.
● Organize science camp (the summer before taking over as co-chairs) (with help of co-chairs and BOA advisor).

Co-Chair (Responsibilities of Co-Chair Elects in their second year) – 2023-2024

● ~2-3 hours per week; 6+ hours during Science Night weeks.
● Attend weekly meetings with BOA advisor and monthly group meetings with all BOA members.
● Coordinate 2-3 science nights per semester and outreach events with schools in the surrounding community.
● Teach Co-chair elects about Co-chair responsibilities.
  ○ Particularly important during Spring 2024 semester
● Manage the BOA email account and rotate to take Google Doc minutes during co-chair meetings (with co-chair elects)
● Communicate with BOA leaders in other positions and collaborators.
● Promote BOA through participation in other campus and rural outreach events (i.e. Science Expeditions)
● Oversee supplies, funding, and coordinate transportation with Carol.
● Make necessary preparations for booths.
● Coordinate leadership positions for the following year.
● Design and order t-shirts.

Grant Writer for Evjue Grant (One of the Co-Chairs)

● Less than 1 hour most weeks; 5+ hours when writing grants (usually one grant a year).
● Pursue grants and donations (about $5000 per year).
● Update Grant Document in Google Docs to reflect changes in Mission Statement, etc., for ease of grant applications.
● Update support letters and alumni lists.
● Coordinate donations from alumni.
● Maintain awareness of possible grants/sources of funding.
Classroom Visit Coordinator (1-2 Co-Chairs)
- ~2-4 hours every other week, must be available for a certain time period set by coordinator and teachers
- Assist elementary school teachers in implementing inquiry based lessons.
- Plan demonstrations of science topics of choice for elementary school students.
- Visit the classroom once per week or once every other week for the entire school year.
- Recruit and coordinate other ambassadors participating in classroom visits.

After School Science Club (ASSC) Coordinator (2 people)
- ~5 hours per week -- the weeks of science club (~6 weeks/semester).
- Must be available 2 PM to 6 PM on Friday afternoons.
- Recruit elementary school students for science club.
- Plan activities and oversee classroom operations at science club.
- Coordinate volunteers and transportation for science club.
- Maintain contact with parents of club students.
- Collect and prepare supplies for science club activities.

American Family Children’s Hospital (AFCH) Volunteer Coordinator (1 person)
- ~2 hours per week (during weeks of visits)
- Visit the American Family Children’s Hospital in a group of several ambassadors.
- Set up BOA booths to provide activities for patients and siblings of patients.
- Recruit other ambassadors to participate in AFCH visits.
- Plan 3-4 visits each semester.
- Coordinate transportation to the hospital for ambassadors and materials.
- ***Must be a UW health volunteer or planning to go through the training before next year (https://www.uwhealth.org/madison-health-care-jobs/volunteers/steps-to-become-a-volunteer/11550)

Connecting AVID with Bucky’s Biology (CABB) Coordinator (1-2 people)
- New program, so time commitment is up to you
- Coordinate with AVID teachers at Madison East High School (Branden Mead, Vera Naputi, Michelle Tjugum, and others) for:
  o Biology experiments
  o Visits to AVID classrooms
  o AVID and PA field trips
  o Other projects (keep Kemper Knapp Grant goals in mind)
- Collaborate with Peer Advisors (PAs) to facilitate field trips, distribute resources, etc.
- Invite PAs to BOA meetings or go to PA meetings to keep BOA/PA partnership
- Recruit other ambassadors to participate in CABB
- Coordinate transportation to East High School for volunteers or to UW-Madison for AVID students