

## OVERVIEW for WORKSHOP PRESENTERS and ORGANIZATION TABLES

### Thank you for volunteering to participate with Pathways to Employment VIII

- LOCATION:** Girls & Boys Club at 1200 S. Cabrillo Ave, San Pedro on Saturday, April 6th  
Please enter at the northernmost door on Cabrillo Ave.
- ARRIVAL:** You may unload equipment at the front entrance, and then park nearby.  
Someone will be available to carry your materials if needed.
- WORKSHOPS :** Please arrive by 8:45 to set up your room.
- ORGANIZATIONS:** Please arrive by 1:00 pm to set up & are welcome to come earlier for lunch.
- CHECK-IN:** You will be directed to the Check-In Table upon arrival.
- WORKSHOPS:** An assistant will walk you to your workshop room and assist you all day.
- ORGANIZATIONS:** You will be directed to your assigned table in the gymnasium.
- PRESENTERS:** A relaxing place for refreshments and socializing with the other presenters.
- LOUNGE**
- MORNING:** 8:30 Coffee, tea, water, muffins, fruit and snacks.
- LUNCH :** 11:45 Pizza, salad, fruit, snacks and dessert along with coffee, tea, water.

**In keeping with our mission to protect our environment, we suggest you bring a re-usable water bottle**

#### **OVERVIEW OF THE DAY**

- 9:00 to 9:20 Opening Session in the gymnasium.
- 9:30 to 10:30 Workshop Session 1
- 10:45 to 11:45 Workshop Session 2
- 11:45 to 12:15 LUNCH BREAK Eat in the Presenters Lounge or mingle with youth in their eating area.
- 12:20 to 1:20 Workshop Session 3
- 1:30 to 3:30 A. Employers and volunteer organizations will have tables set up in the gymnasium.  
B. Practice Interviews will be conducted in the modular rooms outside of the gymnasium

#### **WORKSHOP PRESENTERS INFORMATION**

**CLASSROOM ASSISTANCE** There will be someone assigned in each workshop to assist with:

- Redirecting youth to another workshop if yours is completely filled
- Making sure youth arriving for the next workshop do not enter until your workshop is completed

**WORKSHOP EVALUATIONS** Honest feedback is requested to help us improve each year

- Please allow the youth 5 minutes at the end of your workshop to complete the workshop evaluation form which are to be placed in the "evaluation envelopes in each room.

#### **EMPLOYERS and ORGANIZATION AFTERNOON SESSION 1:30 pm – 3:30 pm**

The youth will be interested in learning about educational and career paths of your organization as well as about internship and volunteer opportunities and/or possible summer jobs. Many have not yet decided on their future goals so this is their chance to learn more about careers that may not have even been on their radar.

**What will be provided: One 6 foot table with chairs**

**What to bring:**

- Your organization's table cloth, skirt and signage
- Literature/informational documents about your organization and/or topic for about 200 youth
- Employee applications if you have job openings
- Promotional items from your organization such as pens, water bottles, ear buds, etc.

**Thank you again for your time and devotion to the shared mission of helping our youth!**