

## **Program Management Team High School Civic Engagement Project Job Description**

The Santa Fe League of Women Voters promotes civic education for students by offering community connections, time and resources to teachers and students. To support this endeavor the League has created the High School Civic Project (HSCEP). The goal is to foster active participation in our democracy.

The HSCEP works with teachers, students, the Santa Fe County Clerk, volunteers and interns to support civic education in high school. Focus areas include: (1) Recruit high school students to register other students to vote 2) Identify and support student involvement in civic events and election initiatives and (3) Provide teachers civics professional development opportunities.

### **MANAGEMENT TEAM**

Oversight of the Project is the responsibility of VP of Voter Services. A team manages the project with team members assigned to the different focus areas and activities listed below.

#### **Planning Meeting (HSCEP Team and Interested Teachers)**

- Recruit teachers for HSCEP.
- Meet with teachers who have indicated interest in participating in the HSCEP at the beginning of the school year.
- Introduce HSCEP Team. Identify each team member's role and contact information.
- Meeting to include discussion on:
  - Additional teachers to recruit.
  - Recommendation on need to involve school principals.
  - HSCEP overview: How it works
  - Activities/Events
    - Types of activities/events.
    - Method to announce opportunities.
  - Discuss scholarship opportunities for teachers to attend civic education workshops.
  - Student Internships for Focus Areas I and II. The number of internships depends on the number of League volunteers. Students interested in doing an internship will have to submit a letter of interest to the League for evaluation.
- Create an operating plan for the school year to include activities with timelines using the three HSCEP focus areas.

*Planning meeting-Santa Fe County Clerk: HSCEP Team to meet with Santa Fe County Clerk to discuss how the Project can work with County Clerk's Office,*

**Time Commitment: Two to three hours at start of each semester and at end of school year**

## **Program Manager, Focus Area I Job Description**

### **Recruit High School Students to Register Students to Vote**

#### **Using Operating Plan as Guideline**

Student Voter Registration Agents (VRAs):

- Meet with teachers in their respective schools to identify students who might be interested in becoming VRAs. Share with teacher's criteria for selection of VRAs.
- Interview students who are interested.
- Arrange for students to be certified by the County Clerk's Office.
- Provide additional VRA training for students.
- Work with teachers and student VRAs on select days to conduct voter registration.
- Work with student VRAs to create plan to follow up on students who will be eligible to vote in the next election.

Data Collection:

- Maintain listing of student volunteers that includes their email and phone numbers.
- Train students to keep records of the number of students they register and-- if students agree-- get their contact information.
- Compile data to give to Voter Services Chair.

**Time Commitment: August through November, six to seven hours per week. May require 2 hours per month from December through July.**

## **Program Manager, Focus Area II Job Description**

### **Identify and Support Student Involvement in Civic Events and Election Initiatives**

#### **Using Operating Plan as a Guide**

- Meet with teachers to discuss how the League can support their civic engagement curricula for the students.
- Topic for discussion:
  - Assist teachers in identifying legislation that interests students. Help teachers help students make their voice heard.
  - Arrange for speakers, i.e., city officials, legislatures, organizations.
  - Support teachers in promoting voter education, i.e., how to vote, what democracy means, how to research issues on a ballot by bringing in Vote411 speakers or attending Vote411 voter information seminars or workshops.
  - Assist with school-sponsored candidate forums.
  - Connections with League- sponsored events, i.e., candidate forums, discussion groups, civil discourse events.
  - Connections with the Santa Fe County Clerk's voting processes, vote counting, poll workers, poll watchers.
  - Community volunteer opportunities.
- Provide planning and logistics to support teachers in making connections in the community to events, etc. that might interest students.
- Determine the most efficient way to communicate with teachers, i.e., announcement of opportunities, general need to get information and exchange ideas of what is working and what is not working.

**Time Commitment: Two to three hours per week from middle of August through May.**

## **Program Manager, Focus Area III Job Description**

### **Provide Teachers Civics Education Professional Development Opportunities**

#### **Using Operating Plan as a Guide**

- Provide teachers opportunities to host or attend workshops or events that focus on civic education and engagement.
- Provide information on the following opportunities to support civic education for high school students:
  - ⇒ Identify workshops that are available that focus on assistance to teachers for civic education.
  - ⇒ Provide linkages to seminars available via Zoom for teachers to attend.
  - ⇒ List videos that teachers can use in classrooms to promote civic engagement.
  - ⇒ Continue to promote the Case Study Method (David Moss Workshop).
- Ask teachers what opportunities interest them for their classroom that we can research.
- Explore establishing a scholarship program for high school social studies teachers to attend, remote or in person, a workshop that focuses on civic education for high school students. Award will be competitive, with agreement to use workshop materials in classroom and provide reports to the LWCSFC Board on activities.

**Time Commitment: One hour per week.**