Roles and Responsibilities

In SAITCity, everyone becomes part of the workforce for a day. Students become employees, parent volunteers become supervisors, teachers become managers and facilitators are the city directors.

Employees (Students)
- Get familiar with the 32 SAITCity careers and bring a completed worksheet to the city
- Complete tasks by following the step by step instructions, reading all the steps carefully and completing them in the correct order
- Stay focused by:
  - using only the technology required for the mission, in the appropriate way
  - staying at the career station and not interrupting the important work of other employees
  - reading all steps carefully and completing them in the correct order
- When the career activity is complete, reset the career station and complete a reflection sheet

Supervisors (Volunteers)
- Check in with employees to see how they’re doing
- Help employees to stay focused and answer any questions
- When employees’ missions are complete:
  - Confirm they have properly reset their career stations
  - Review and stamp employees’ reflection sheets

Managers (Teachers):
- Support employees in familiarizing themselves with SAITCity careers and completing a worksheet prior to their visit
- Inform employees and supervisors of their duties; Prepare supervisors for their role by giving them a Volunteer/Supervisor letter with the Roles and Responsibilities page
- Actively supervise employees (students) and supervisors (volunteers) and remind them of their roles and responsibilities; Handle employee “infractions”
- Answer employee/supervisor questions or check with City Directors for additional information
- When employees’ missions are complete:
  - Ensure the career stations are properly reset
  - Review and stamp employees’ reflection sheets
- Help City Directors by:
  - Submitting completed permission forms
  - Communicating any special employee needs and preferences to City Directors
  - Communicate with City Directors if you need to order lunch for some students
  - Return keys at the end of the day

City Directors (CEC Facilitators):
- Support everyone in SAITCity
- Welcome and orient new employees, supervisors and managers when they arrive at SAITCity
- Provide any tools needed
- Answer all questions and keep everyone on track and engaged

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