



CAP Zone Coordinators

The Classroom Agriculture Program (CAP) is a non-profit, multi-commodity initiative that teaches elementary students the importance of agriculture in their daily lives.

Since inception in 1985, over 660,000 students across Alberta have taken part in CAP.

CAP is a multi-commodity initiative supported by Agriculture for Life, Alberta Barley Commission, Alberta Beef Producers, Alberta BC Seed Growers, Alberta Canola Producers Commission, Alberta Chicken Producers, Alberta Milk, Egg Farmers of Alberta, Alberta Pulse Growers Commission, Alberta Veterinary Medical Association, Alberta Wheat Commission, Eastern Irrigation District, Alberta Institute of Agrologists and Alberta Irrigation Districts Association.

This is a unique program in that it is presented by volunteers involved in the agri-food industry. Volunteers are encouraged to personalize the CAP material with their own props and stories. The dynamic one-hour presentation promotes as much interaction as possible while teaching students about agriculture.

The role of the Zone Coordinator is to organize the volunteers in their specific zone with the schools who have registered. Zone Coordinators also offer presentation ideas and guidance to volunteers.

Honorarium:

- \$650.00 per annum plus:
 - \$225 for coordinating 25 schools or less,
 - \$275 for coordinating 26-59 schools or less,
 - \$325 for coordinating 60 or more schools.
- \$150.00 per diem for attending the annual meeting in Calgary
- Mileage will be paid at \$0.55 per kilometer
- All telephone calls and shipping incurred while working on behalf of CAP will be reimbursed. Please submit original receipts.

Job Description and Timeline:

January

- Attend Coordinator Workshop in Calgary, AB
 - Pick-up education material for designated zone from the packaging office
 - Travel expenses are paid, plus a \$150.00 per-diem for attending

Job Description and Timeline Continued:

February

- Organize volunteer workshops to train volunteers and distribute materials. Try to set up 2 or 3 sessions, so you can reach the most people.
 - **Update volunteer list with correct email, mailing addresses and contact information.**
 - Assign volunteers to one or more classrooms. If the school that a past volunteer visited last year has applied this year, ask if that volunteer would like to go back to the same school. Encourage volunteers to take on more than one classroom.
 - **Keep records of the assignment.** If it helps enter all of the school information into the spreadsheet provided by the General Manager. Sort by area, so that one volunteer can take several schools in the area most convenient to them.
 - **Advise volunteers to contact schools and present from February 1 to May 31**
 - If volunteers do not attend workshops, make arrangements to deliver their material (mail, drop off, pick-up, meet one on one)
 - Organize and distribute the Volunteer Package and Teacher Package(s) for each classroom
- **Please remember to thank the volunteers for their time and effort each time you speak with them.**
 - Each volunteer will receive a gift card from Tim Hortons – this can be done by yourself if you would like to thank your volunteers, or the GM can send them on your behalf. This is typically done in June
- If there are more classroom registrations than volunteers, coordinator must try and recruit new volunteers with the help of the CAP General Manager. This can be done through personal contacts, local agriculture organizations, or referrals from CAP Committee members

March/April

- Monitor volunteers to ensure presentations are being delivered
- Report to General Manager any difficulties encountered
 - Such as short of volunteers or teachers not able to be reached
- Present your own programs to schools

May/June

- **If a school does not have a volunteer assigned by May 1st please MAIL or drop off the Teacher Package and Activity Booklets! Include a letter of apology (copy available from the CAP General Manager).**
- Submit final report to office including total number of schools, classrooms, students and volunteers who received CAP in your zone –GM to provide an outline
- **Submit the updated volunteer list with correct email addresses, mailing addresses, contact information and records of which volunteer was sent to which school.**
 - If this is your final year as CAP Coordinator, attempt to recruit a replacement. Contact the General Manager and set up a meeting with the new coordinator and GM to hand over all CAP material and inform them of their new duties