

Site Coordinator's Responsibilities



Before Training

- Serve as a resource for WSU and trainers for pre-training planning
- Identify panel members and content
- Obtain name, SSN, and address information from panel members
 - Notify WSU if anyone will be accompanying the panel member (case manager, siblings, etc.)
- Submit panel information to WSU at least one week prior to training
- Assist with the set up of tables and chairs

During Training

- Provide a Welcome at the beginning of the training
- Explain where the restrooms are, and share break & lunch procedures
- Provide information about the community and share points of interest, restaurants, etc.
- Be available during the training as a resource/reference (a director's perspective and input is invaluable)
- Welcome to provide support and feedback to the trainers
- Greet panel members as they arrive
- Give each panel member a name tag
- Show panel members a place to relax and grab a drink
- Lead panel discussion with list of questions
- After panel, provide wrap up from discussion
- Invite guests to join us for lunch (for basic training)
- After training ends, visit with trainers and Kids Training Team staff to debrief