

Onsite Specialist

A H.U.G. volunteer/employee who is also responsible for transporting any needed session materials to and from session locations. This specialist internship is a 6-12 month, part-time (2-10 hours per week) internship. This individual will need to bring all H.U.G. technology (ipads, headphones, backup charges) to the locations (or retrieve them from the school) and set them up prior to the session and also distributing any materials for the students to keep.

Delivering materials

- Must arrive at the location at least thirty minutes prior to the beginning of the session. Complete any check in process with the school or program faculty. They will then take attendance of the students and communicate who is and is not present to the session coordinator so they can prepare the tutors.

Set up

- This will include turning on all ipads/ computers that will be used for the session and opening zoom. Turn on all ipads, spread them out around the room, and place each child's name tag in front of their ipad. The zoom code should then be typed into each device and students should each be assigned a device and their names entered to the zoom before joining the session so they can be identified by the session coordinator. Headphones should also be plugged into each device. Space students out as much as possible, facing walls if possible.

Zoom Step by Step

1. Connect each iPad to the wifi in the iPad "Settings"
2. Open the light blue Zoom app on the iPad
3. Click "Join" (blue plus button)
4. Enter the meeting ID# and click the blue "Join" bar
5. Wait for the host to let everyone in the meeting
6. You may have to manually turn the video on & choose to "Call/Join Internet Audio" (in the bottom left corner if the option does not appear on the screen)
7. All of the students and tutors will be in the main room and should wait patiently
8. The HUG Online Specialist will open the breakout rooms and begin assigning each student to their own room
9. Instruct each students to click "Join Breakout Room" when the option pops up on the screen
10. The students are in and can begin their tutoring lesson!
11. At the end either the HUG Specialist will end the meeting, or the students can choose to click "Leave Meeting"

Session Monitoring

- During the session this H.U.G. volunteer/employee will be responsible for ensuring students' audio and video are working properly. They should also ensure that each student enters their correct breakout room. The monitor should be in constant communication with the session coordinator on the zoom call and/or by phone.

End of Session (any extra time)

- Please play Simon Says with students if there is any extra time (Simon Says raise your right hand, Simon says hug yourself, Simon says hop on one foot etc)
- They also like to play a game where you ask them to hold up the right amount of fingers on top of their head. For example, you can ask them to show you five fingers using two hands (like bunny ears on top on their head – 3 fingers on one hand and two fingers on the other hand etc). Go slightly quickly and it engages their brains.

Clean up

- Once the session has ended all technology should be collected, accounted for, and sanitized. All headphones should be placed back in cases (if applicable.) All items will be counted and placed back in the container for transportation (bag or tote.) If there is any material to hand out (books, mints, stickers, or goodie bags) those should be given to each student. As the students leave the session and ask them what they want to “BE for the week?” I.e. BE respectful, BE persistent, etc. (note: Mints stimulate alertness) All materials should be sanitized and charged in between each session.

Qualifications for Virtual and Onsite Specialists

- Strong organizational skills
- Strong people skills
- Strong communication skills
- Some management experience or ability
- Teaching or tutoring experience