CSD Job Description

MOCK WORKSHOP COORDINATOR

Plan and provide a Mock Workshop based on one of the ALA Youth Media Awards (YMA) aimed at ages birth-14, including subcommittee recruitment, book selection, activity planning, event promotion and registration, and event debrief. Time commitment varies - particularly based on the length of the material being considered - but administrative work is approximately 20-30 hours over the year, plus the full-day workshop.

Professional skills used/gained:
- material assessment/analysis
- project management
- organization
- communication and networking
- event coordination
- committee coordination

January

- Communicate any last minute title additions to workshop registrants.
- Outgoing Coordinator: Host Mock workshop.
- Outgoing Coordinator: Share workshop results on social media and ALA Mock results sites.
- Incoming Coordinator: attend Mock workshop.
- Both: coordinate on sharing of planning documents as needed.

February

- Outgoing Coordinator: Debrief with planning team and incoming Mock Workshop Coordinator. Attend CSD Virtual Board Meeting and report out.
• Incoming Coordinator: Recruit planning team members for next year’s workshop. Attend CSD Virtual Board meeting and report out.

**March**

• Attend CSD Spring Workshop.
• Update CSD Board on planning status.
• Select date for next workshop - Dates are traditionally in December or January. When selecting a date, be sure to check both state and national conference and event schedules to avoid overlap. Planning in this document is for a January workshop, so if hosting in December, adjust planning accordingly.
• Select location and make room reservation.
• Begin soliciting book titles for consideration.

**April**

• Solicit and review book titles for consideration.
• Determine structure of workshop.

**May**

• Attend in-person CSD Board meeting and report out.
• Solicit and review titles for consideration.

**June**

• Solicit and review book titles for consideration.
• Determine speaker or activity needs.

**July**

• Solicit and review book titles for consideration.
• Begin creation of trivia, games, or other interactive elements.
• Begin to narrow down title list for committee consideration/voting.

**August**

• Solicit and review book titles for consideration.
• Narrow down title list for committee consideration/voting.
• Announce date for workshop on CSD social media and to kids-lib, libs-or, and oasl listservs.
September

- Begin recruiting next year’s Mock Workshop Coordinator, ideally from current planning team.
- Attend in-person CSD Board meeting and report out.
- Finalize title list for committee consideration or general voting.

October

- Coordinate with OLA Manager to create Memberclicks registration form for upcoming workshop.
- Attend CSD Fall Workshop.
- Promote workshop dates and upcoming registration on social media, OLA Hotline, listservs, and member email lists.
- Create digital book lists and resource lists to send out with registration email.

November

- Promote workshop registration on social media, OLA Hotline, listservs, and member email lists.
- Finalize speaker or activity details.

December

- Promote workshop registration on social media, OLA Hotline, listservs, and member email lists.
- Finalize planning committee roles and supply needs.
- Communicate any last minute title additions to current registrants.