

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
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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.