

Name: \_\_\_\_\_ Date: \_\_\_\_\_

| Instructor Qualifications <i>(in addition to all those listed for Apprentice)</i>  | Vult<br>Initials &<br>Date | Lead<br>Initials &<br>Date                | CORE<br>Initials &<br>Date |
|--|----------------------------|---|----------------------------|
| Has completed UNC Charlotte background check and received approval for employment.   |                            |   |                            |
| Clearly articulates the value/ impact of debriefing and reflection   |                            |   |                            |
| Maintains a safe environment, both physically and emotionally, for all participants and leaders  |                            |   |                            |
| Confidently communicates and enforces Venture policies and safety guidelines   |                            |   |                            |
| Demonstrates independent planning and preparation for mobile programs, including selecting appropriate initiatives and retrieving supplies   |                            |   |                            |
| Consistently completes post-program logistics, including collecting feedback forms, replacing supplies, and completing post-workshop reports   |                            |   |                            |
| Demonstrates appropriate management of the attention/ focus of a group   |                            |   |                            |
| Demonstrates clear and concise facilitation of at least 2 name/ get-to-know you initiatives<br>Initiative: _____ Date: _____<br>Initiative: _____ Date: _____  |                            |   |                            |
| Demonstrates clear and concise facilitation of at least 3 mobile initiatives (not including name games above)<br>Initiative: _____ Date: _____<br>Initiative: _____ Date: _____<br>Initiative: _____ Date: _____ |                            |   |                            |
| Asks appropriate debrief questions, including open-ended questions, following Kolb Learning Cycle  |                            |   |                            |
| Demonstrates the ability (with or without assistance) to adapt program plans, facilitation style, and debriefs during a program.   |                            |   |                            |
| Appropriately opens and closes programs (i.e. welcomes the group, introduces themselves to the group and to Venture, thanks the group for participating, etc.)   |                            |   |                            |
| Notes / Observations:  |                            |   |                            |
| <b>Qualified as Instructor</b>   | Date: _____                | Approved by: _____<br><i>(CORE staff)</i> |                            |

| <b>Lead Qualifications</b> <i>(in addition to all those listed for Instructor and Apprentice)</i>   | Vult<br>Initials &<br>Date | Lead Staff<br>Initials &<br>Date          | CORE<br>Initials &<br>Date |
|---|----------------------------|---|----------------------------|
| Effectively and appropriately mentors Instructors and Apprentices in all aspects of mobile programs, including preparation, facilitation, and post-workshop logistics   |                            |   |                            |
| Provides valuable and timely feedback to co-leaders, especially Instructors and Apprentices   |                            |   |                            |
| Consistently demonstrates good observation skills - able to focus on both the participants, safety, and the logistics of the program (i.e. maintains the “big picture” view)  |                            |   |                            |
| Demonstrates the ability to plan and implement a program based on the group’s stated objectives and needs.  |                            |   |                            |
| Consistently demonstrates, without assistance, the ability adapt program plans, facilitation style, and debriefs during a program.  |                            |   |                            |
| Consistently completes pre- and post-program logistics, including pulling equipment, collecting waivers, completing paperwork, and returning equipment.   |                            |   |                            |
| Consistently demonstrates professionalism and an understanding of varying populations, including dressing appropriately for the situation and group, using expansive language, and adapting leadership styles.  |                            |   |                            |
| Demonstrates an understanding of their responsibility for the “critical duties” as outlined in the state volunteer letter (signed at the time of apprenticeship), including, but not limited to:<br>_____ Responsibility for the care, safety, and security of vulnerable populations.<br>_____ Master key access to buildings, residence halls or other secure facilities.<br>_____ Direct access to, or responsibility for, protected, personal, or other sensitive data. |                            |   |                            |
| Notes / Observations:   |                            |   |                            |
| <b>Qualified as Lead</b>  | Date: _____                | Approved by: _____<br><i>(CORE staff)</i> |                            |