



RAY AND JOAN KROC
CORPS COMMUNITY CENTER

Technology Café

EDUCATIONAL PLAN

Prepared by EDT 634 Class at the University of Dayton

JUNE 2009

Acknowledgements

University of Dayton EDT 634
Summer 2009

The members of EDT 634 prepared the original proposal and this final report and website for the Ray and Joan Kroc Corps Community Center of Dayton, Ohio, in response to a charge posed by Dr. James Rowley and the Kroc Center.

Faculty

Mrs. Gina Anderson
Dr. Judith Oberlander
Dr. James Rowley

Students:

The Mission and Vision Team

Julie Hatton
Matthew Hess
Jennifer Richardson

The Staffing and Personnel Team

Nicole Dice
Philip Grieshop
Osha Haney Godsey
Rex Kent

The Equipment Team

James Truxal
Jeffrey Wassom
Janice Beyke

The Programs Team

Shawna Collins
Ashley Fry
Lin Jenkins
Heidi Steiner

The students of EDT 634 would like to thank everyone who allowed us to participate in the completion of the educational plan for the Tech Café of the Ray and Joan Kroc Corps Community Center. As participants in the University of Dayton's Technology Enhanced Learning program in Teacher Education, we have focused on the concept of real-life Problem Based Learning as a meaningful vehicle for acquiring and developing skills. This project, framed as the capstone course in our program, offered our class an opportunity to use our talents and skills in ways we would never have imagined, and to develop a product that can directly impact and improve lives in the North Dayton area. We appreciate the opportunity to be a part of something that is so much bigger than ourselves, and to give back in some ways to our larger community.

Our class would also like to thank The Salvation Army and the Ray & Joan Kroc Organization for providing a tremendous opportunity both for the region and for our group. It has been an honor to be associated with these two programs in even the smallest way.

Finally, we would like to thank the faculty of our class for entrusting us with this challenge. Dr. Rowley, Dr. Oberlander, and Mrs. Anderson have supported us, trusted us, and allowed us to demonstrate our skills and talents in an incredible venue in conjunction with The Salvation Army and the Ray and Joan Kroc Organization. We truly appreciate being involved in a such an outstanding learning experience. It is our hope that the Tech Café may provide similar opportunities for growth to the minds and spirits of many others in the years to come.

Introduction

John Dewey once said that if we teach our children today as we taught them yesterday, we rob them of tomorrow. Never have those words rung more true than today, as educators endeavor to prepare our children for a future that, at times, seems uncertain and ever changing. Technology has become the key to success in this undertaking, readying students for a society, which has become dependent upon cell phones, laptops, and globalized communication. Unfortunately, for some in our community, the treasures of technology do not come so readily available. The task for us as a civilization has become finding a way of bridging the gap between rich and poor, the haves and have-nots, when it comes to technology and education. For the Dayton community, namely the McCook Field neighborhood and Kiser Elementary School, the Ray and Joan Kroc Corps Community Center has met this challenge.

The McCook Field neighborhood is home to 1703 Daytonians and has been a historical community in Dayton since 1917. Named after a local family who sacrificed seventeen men to serve in the Civil War, this community was once home to the Signal Corps Airplane Engineering Department and part of the industrial boomtown that was Dayton in the early half of the 20th century. With the failure of a number of industries in the Dayton area over the last 25 years, McCook Field has become one of the many economically depressed neighborhoods in the area. The challenges the people in this community face as they try to provide a happy life for their families can seem insurmountable.

The children in this working class community attend PreK-8 at Kiser Elementary School. It is here that these teachers endeavor to prepare them for a brighter future, hoping to provide them with the tools to continue their education and acquire good jobs in a society where those are becoming harder and harder to come by. They face many obstacles from insufficient funding to a lack of resources, all of which make their jobs that much more difficult.

Oftentimes, this lack of resources for both young and old alike can produce a vicious cycle of poverty and ignorance. The plight of manufacturing communities such as this one is nothing new to our society, the inequality in our education system and the reticence to change are neither novel nor uncommon. The Kroc Corps Community Center and the Salvation Army are endeavoring to change that, providing this community as well as a number of others with the tools to succeed and flourish.

Ray & Joan Kroc Corps Community

Technical Center

We live in a world where technological innovation and global competition are increasing at a pace never before seen. Now is the time to invest in our children to make sure they are prepared to succeed in the 21st century

- U.S. Secretary of Education Margaret Spellings

Mission statement

Motivated by God's love, the Ray & Joan Kroc Corps Community Technical Center's mission is to create change by providing **boundless opportunities** to the residents of this proud, but economically challenged community, with the goal of giving them the means to achieve **meaningful success** by providing a safe haven for the disadvantaged. The TECH Café will offer recreation, education, skill-building, mentoring and self-expression; supporting the Community Center in their focus on **holistic growth** by providing access to technology as a means of educational enrichment and life skills development. The TECH Café will connect recreation with education through activities that provide **progressive challenge** and **experiential knowledge**. The Training Center will focus on assisting all members of the community find a passion for learning the **relevant skills** of the 21st century.

Most of the time people use computers; they do not realize that they are doing so. Examples: ATMs, car navigation systems, mobile phones, microwave ovens... All of today's students need technology. Everyone needs basic computer skills to function in today's job market. These basic skills include the ability to use common application programs such as word processors, spreadsheets, database programs, and presentation software. Additionally, use of email and familiarity with the internet are becoming basic requirements for most jobs. According to a recent report from the Workforce Commission's National Alliance of Business, "The current and future health of America's 21st century economy depends directly on how broadly and deeply Americans reach a new level of literacy—"21st Century Literacy." Families in underserved communities are exponentially less likely to have access to the resources needed to thrive. The Technical Center's primary aim will be to narrow this Digital Divide.

The Tech - Rec design will get students in the door. The state of the art interactive games will get them interested in other programs. However, we need to recognize that the games themselves can be valuable educational tools. The group interactions, rules of conduct, and respect for other players are learned social skills.

Coaches and mentors have long known that team sports are worthwhile endeavors. Lessons learned on the field are lessons that will help steer participants through life. Modeling of core values can teach young people more about character than the best lectures. Many successful adults acknowledge that team sports taught them commitment, dedication and responsibility. Most importantly, we know that if kids have fun, they stay engaged.

Technology Education

Technology education (tech-ed) will be an important part of what is happening in the Tech Café of the Kroc Community Center. The mission of the Salvation Army states it is important to meet the needs of people living in a given community. To meet the needs of this north Dayton community we must understand their cultural backgrounds and the goals they would like to meet. Technology Education is simply using technology to help the members of this community reach their educational and career goals.

For the tech-ed part of this building to be successful it must be partnered with technology recreation (tech-rec). Both parts will be important to the success of the Tech Café. As previously stated, tech-rec is designed to get students in the door. It is designed to motivate students and get them interested in the programs that will take place at the Tech Café. After the students are engaged in Tech-Rec, technology education can occur. Without genuine interest and an engaging moment, students may lose interest in the education that can be provided by the Tech Café.

In order for the Tech Café to provide quality technology education to students, it must understand the goals of those students. The tech-ed programs should focus on closing the gap between the technology that the students understand and the technology that is actually available to them. The 21st century is a digital age that requires students and employees to embrace technology. This can result in better productivity and a higher rate of information transfer in our society. It seems common that communities have been left behind during this technology revolution because funding is not available to purchase the technology. By providing the Kroc Community Center to this community you are attempting to provide the community with a way to educate them with technology that is now available to them.

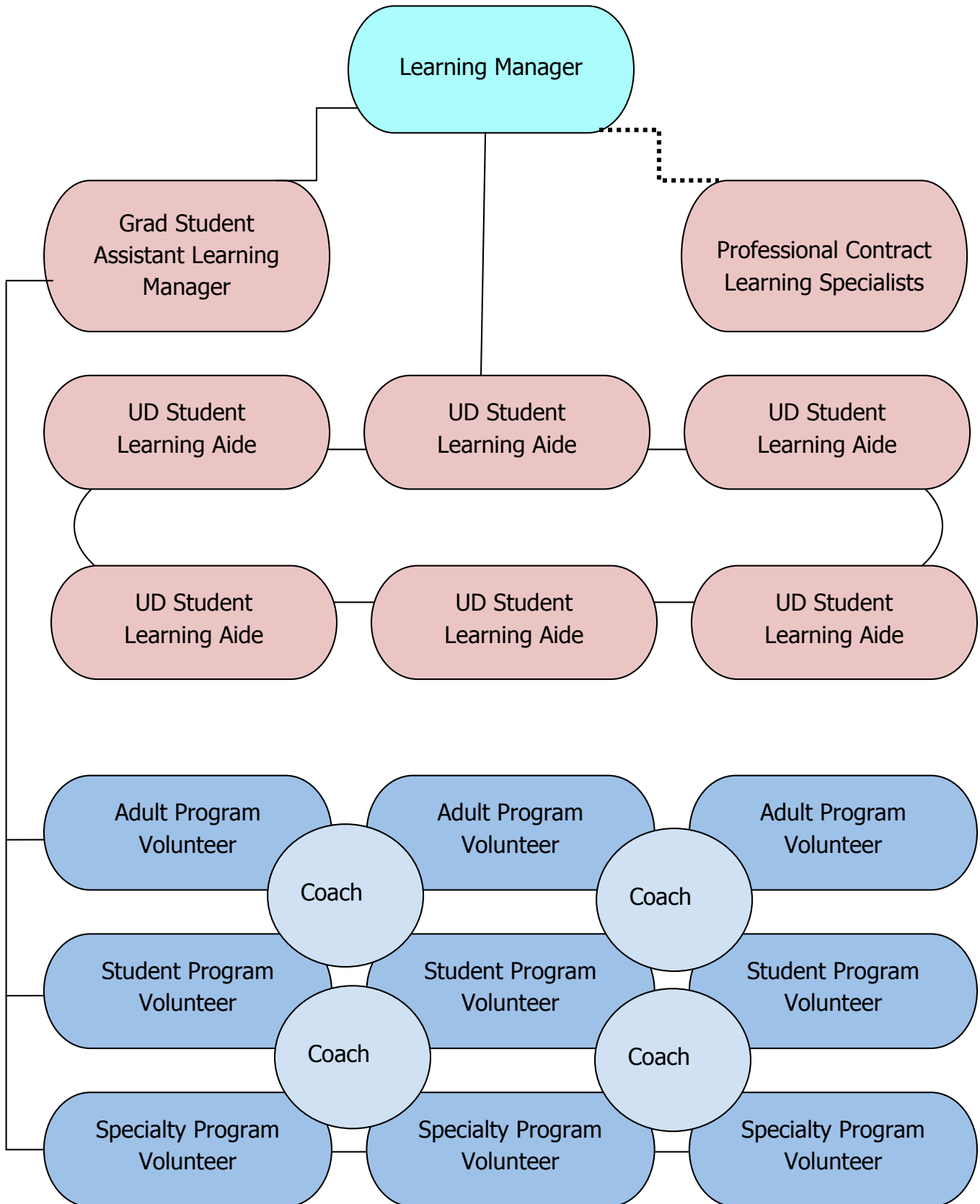
Through this provision community members now have the ability to accomplish education goals and career goals. Community members will now have daily access to computers and technology that will further their education. They will have the opportunity to take online classes that may get them a high school diploma or G.E.D., associates degree, or a bachelor's degree. Community members may also choose to use the Tech Café to further their understanding of the English language. Students from the school will have the ability to use their creativity to make movies, pod casts, or websites that can only be accomplished in the Tech Café.

Community members will also be able to further their careers. The Tech Café will be able to provide community members with the tools that will help them search for jobs, create a resume, and take classes that will give them experience in a variety of software. All of these programs and ideas can help this community reach goals that might have not been available to them before the Kroc Community Center.

The ideas of technology recreation and technology education are very important to the success of the Tech Café. The Tech Café must engage students with tech-rec and then help them reach their goals with tech-ed. But more importantly, administration, employees, and volunteers of the Kroc Center must have a clear focus of the purpose the tech-rec and tech-ed programs. This purpose is the mission of The Salvation Army to help people meet their needs. Without the clear vision of helping people, the programs that will be provided will all be for naught. The Ray & Joan Kroc Corps Community Center has the ability to change a community and more importantly change the lives of the people in that community.

STAFFING

TECH Café Proposed Organization Chart



Position: TECH Café Learning Manager

Education Requirements: Bachelor's Degree in Education, Business, Communications, Marketing or Related Field required. Certification to teach in the state of Ohio not required.

Status and Compensation: Full Time Salary

Job Duties & Responsibilities:

- Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated.
- Conduct or participate in workshops, committees, and conferences designed to promote the intellectual, social, and physical welfare of students and community members. Schedule special events such as camps, conferences, meetings, seminars, and retreats.
- Research, evaluate, and prepare recommendations on curricula, instructional methods, and materials for TECH Café programs. Select appropriate curricula and class structures for educational programs. Advise TECH Café staff and volunteers in curriculum development, use of materials, and equipment.
- Review and approve new programs, or recommend modifications to existing programs. Analyze educational needs to develop new programs or modify and improve existing programs.
- Lead and manage team of TECH Café paid staff members. Recruit, interview, and hire or sign up volunteers and staff. Establish work schedules and direct activities of TECH Café staff members and volunteers. Select and assign instructors to conduct training. Evaluate instructor performance and the effectiveness of programs, providing recommendations for improvement.
- Prepare TECH cafe budget, monitor costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures. Prepare and submit budget requests and recommendations, or grant proposals to solicit program funding.
- Research and analyze user and community needs to determine program directions and goals. Assess educational needs through surveys; interviews with students, teachers and community members; focus groups, or consultation with center leadership, instructors and volunteers.
- Recommend, order, or authorize purchase of instructional materials, supplies, equipment, and visual aids designed to meet student and community educational needs. Implement program plans by ordering needed materials, scheduling speakers, reserving space, and handling other administrative details.

Skills and Competencies:

- Written and Oral Communication — Communicating effectively as appropriate for the needs of the audience.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Instructing — Teaching others how to do something. Talking to others to convey information effectively.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation — Actively looking for ways to help people.
- Time Management — Managing one's own time and the time of others.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Background Knowledge:

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Leadership — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation;

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics.

Position: TECH Café Assistant Learning Manager Internship

Education Requirements: Current UD Graduate Student with a Bachelor's Degree in Education, Business, Communications, Marketing or Related Field

Status and Compensation: Part Time (20 hours a week) plus Tuition Remission \$22,500

Job Duties & Responsibilities:

- Conduct or participate in workshops, committees, and conferences designed to promote the intellectual, social, and physical welfare of students and community members. Assist with scheduling special events such as camps, conferences, meetings, seminars, and retreats.
- Act as main point of contact for TECH Café volunteers. Assist with recruiting, interviewing, and signing up volunteers. Help establish work schedules and direct activities of volunteers. Provide feedback and coaching suggestions on volunteer activities, work performance and volunteer led programs.
- Research, evaluate, and prepare recommendations on curricula, instructional methods, and materials for TECH Café volunteer led programs. Select appropriate curricula and class structures for educational programs. Advise TECH Café volunteers in curriculum development, use of materials, and equipment.
- Review new programs and recommend modifications to existing programs. Analyze educational needs to develop new programs or modify and improve existing programs.
- Research and analyze user and community needs to determine program directions and goals. Assess educational needs through surveys; interviews with students, teachers and community members; focus groups, or consultation with center leadership, instructors and volunteers.
- Recommend and order instructional materials, supplies, equipment, and visual aids designed to meet student and community educational needs. Assist with implementing program plans by ordering needed materials, scheduling speakers, reserving space, and handling other administrative details.

Skills and Competencies:

- Written and Oral Communication — Communicating effectively as appropriate for the needs of the audience.
- Instructing — Teaching others how to do something. Talking to others to convey information effectively.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation — Actively looking for ways to help people.
- Time Management — Managing one's own time and the time of others.

Background Knowledge:

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Leadership — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation;

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Position: TECH Café Learning Aide

Education Requirements: Current UD Student working on a Bachelor's Degree in Education, Business, Communications, Marketing or Related Field

Status and Compensation: Part Time, \$8.00 hourly

Job Duties & Responsibilities:

- Assist in keeping the Café running smoothly, ie: answering phones, taking messages, aiding with check out/in of equipment and materials.
- Aides will be expected to troubleshoot basic computer problems that may arise in the Café.
- An aide will be able to help users with applications such as Microsoft Office (and other similar programs), the internet, and any other software program offered at the Café
- Aides will run, lead, assist and provide support to Volunteers on a variety of volunteer led educational programs for adults, students, and community members held in the Café.
- Aides will provide any required assistance needed by the Learning Manager, Assistant Learning Manager and Contract Learning Specialists for programs held in the Café.
- Review new programs and recommend modifications to existing programs. Analyze educational needs to develop new programs or modify and improve existing programs.

Skills and Competencies:

- Written and Oral Communication — Communicating effectively as appropriate for the needs of the audience.
- Instructing — Teaching others how to do something. Talking to others to convey information effectively.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Orientation — Actively looking for ways to help people.

Background Knowledge:

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Position: Professional Contract Learning Specialist

Education Requirements: A Learning Specialist must be very knowledgeable about the application/material to be taught and be able to communicate well with groups of students. They will need to be patient and able to encourage students in their learning.

Status and Compensation: Contract

Duties & Responsibilities: A Learning Specialist will present pre-planned structured classes/workshops and activities on basic computer functions and various topics needed by TECH Café users and community members.

Background Knowledge:

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Leadership — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation;

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Position: TECH Café Learning Coach

Status: Volunteer

Length of Commitment: To be negotiated. In general TECH Café volunteers are asked to commit to a three-month involvement with the center.

Time Involvement: Volunteers must be available for at least one two-hour slot per week and must attend a scheduled two-hour orientation program before starting. Coaches also need to be willing to participate in on-going training on new computer programs that are offered in the Café.

Qualifications: Learning Coach needs to be knowledgeable in basic computer programs /operations that will be available in the cafe. Coach needs to have good communication skills. Coach needs to be patient, personable and willing to work with others.

Core Responsibilities:

- Coaches will assist in keeping the Café running smoothly, ie: answering phones, taking messages, aiding with check out/in of equipment and materials.
- Coaches will be expected to troubleshoot basic computer problems that may arise in the Cafe.
- A Coach will assist users with applications such as Word and provide assistance in using the Internet, but is not expected to provide formal instruction to groups of users.

Volunteer Activities:

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Position: TECH Café Adult Program Learning Volunteer

Status: Volunteer

Length of Commitment: To be negotiated. In general TECH Café volunteers are asked to commit to a three-month involvement with the center.

Time Involvement: Volunteers must be available for at least one two-hour slot per week and must attend a scheduled two-hour orientation program before starting.

Qualifications: Must be able to communicate effectively in English, in person and on the telephone. The ability to speak a second language is a plus. Attendants must be familiar with computer hardware, software specific to their program and be able to perform minor troubleshooting routines. Adult Program Volunteers need to be patient, personable and able to work with adults with various skill levels.

Core Responsibilities:

- Oversee and lead a variety of adult programs geared to adults in the community. Suggest new programs and make recommendations to improve current programs.
- Working with and managing diverse groups of individuals to ensure participant participation and achieve program learning objectives.

Volunteer Activities

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Position: TECH Café Student Program Learning Volunteer

Status: Volunteer

Length of Commitment: To be negotiated. In general TECH Café volunteers are asked to commit to a three-month involvement with the center.

Time Involvement: Volunteers must be available for at least one two-hour slot per week and must attend a scheduled two-hour orientation program before starting.

Qualifications: Must be able to communicate effectively in English, in person and on the telephone. The ability to speak a second language is a plus. Attendants must be familiar with computer hardware, software specific to their program and be able to perform minor troubleshooting routines. Student Volunteers need to be patient, personable and able to work with groups of students grades 7-12.

Core Responsibilities:

- Oversee and lead a variety of after-school programs geared to junior high and high school students. Suggest new programs and make recommendations to improve current programs.
- Working with and managing diverse groups of individuals to ensure participant participation and achieve program learning objectives.

Volunteer Activities

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Position: TECH Café Specialty Program Learning Volunteer

Status: Volunteer

Length of Commitment: To be negotiated. In general TECH Café volunteers are asked to commit to a three-month involvement with the center.

Time Involvement: Volunteers must be available for at least one two-hour slot per week and must attend a scheduled two-hour orientation program before starting.

Qualifications: Must be able to communicate effectively in English, in person and on the telephone. The ability to speak a second language is a plus. Attendants must be familiar with computer hardware, software specific to their program and be able to perform minor troubleshooting routines. Volunteers need to be patient, personable and excited about their specialty program.

Core Responsibilities:

- Oversee and lead various specialty program activities. Suggest new programs and make recommendations to improve current programs.
- Working with and managing diverse groups of individuals to ensure participant participation and achieve program learning objectives.

Volunteer Activities

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

TECH Café SAMPLE WEEKLY SCHEDULE (45k Budget)

Salary Paid Staff Hours (40 Hours) (\$35,000 per year)
Hourly Paid Staff Hours (25 Hours) (\$8.00/hour; \$10,400 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
9:00am-1:00pm	Learning Aide	\$32.00
1:00pm-4:00pm	Learning Aide	\$24.00
4:00pm-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
11:30am-8:00pm	Learning Manager	Salary
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

TECH Café SAMPLE WEEKLY SCHEDULE (50k Budget)

Salary Paid Staff Hours (40 Hours) (\$35,000 per year)
Hourly Paid Staff Hours (36 Hours) (\$8.00/hour; \$14,976 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
Noon-4:00pm	Learning Aide	\$32.00
2:00pm-5:00pm	Learning Aide	\$24.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
9:00am-Noon	Learning Aide	\$24.00
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
11:30am-8:00pm	Learning Manager	Salary
4:00-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

TECH Café SAMPLE WEEKLY SCHEDULE (65k Budget)

Salary Paid Staff Hours (60 Hours) (\$35,000 per year & \$22,500 tuition)
Hourly Paid Staff Hours (20 Hours) (\$8.00/hour; \$8,320 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
11:30am-8:00pm	Assistant Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
11:30am-8:00pm	Learning Manager	Salary
2:00pm-6:00pm	Learning Aide	\$32.00
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

TECH Café SAMPLE WEEKLY SCHEDULE (90k Option)

Salary Paid Staff Hours (60 Hours) (\$35,000 per year & \$22,500 tuition)
Hourly Paid Staff Hours (80 Hours) (\$8.00/hour; \$33,280 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
11:30am-8:00pm	Assistant Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
2:00pm-6:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	Cost
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
Noon-2:00pm	Learning Aide	\$16.00
4:00pm-8:00pm	Learning Aide	\$32.00
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
Noon-2:00pm	Learning Aide	\$16.00
4:00pm-8:00pm	Learning Aide	\$32.00
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
------	----------	------

8:30am-12:30pm	Learning Aide	\$32.00
8:30am-12:30pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Assistant Learning Manager	Salary
4:00pm-8:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
8:30am-12:30pm	Learning Aide	\$32.00
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
4:00-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

TECH Café SAMPLE WEEKLY SCHEDULE

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday-Tuesday	Noon-8:00pm	8 Hours	24 Hours per week
Wednesday-Saturday	9:00am-8:00pm	11 Hours	44 Hours per week
			68 Total Hours

\$45,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Learning Aide	\$8.00/hour	25	\$200.00	\$10,400.00
Volunteers	\$0.00	80	\$0.00	\$0.00
Total			\$873.08	\$45,400

\$50,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Learning Aide	\$8.00	36	\$288.00	\$14,976.00
Volunteers	\$0.00	80	\$0.00	\$0.00
Total			\$961.08	\$49,976

\$65,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Asst. Learning Manager	\$22,500.00	20	\$432.69	\$22,500.00
Learning Aide	\$8.00	20	\$160.00	\$8,320.00
Volunteers	\$0.00	80	\$0.00	\$0.00
Total			\$1,265.77	\$65,820

\$90,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Asst. Learning Manager	\$22,500.00	20	\$432.69	\$22,500.00
Learning Aide	\$8.00	80	\$640.00	\$33,280.00
Volunteers	\$0.00	80	\$0.00	\$0.00
Total			\$1,745.77	\$90,780

RATIONALE FOR EACH OPTION

\$45,000 Budget

A smaller budget will enable the technology café to start offering a myriad of quality programs to the community. A smaller staff can create a more personal family environment for the café users. With only one paid employee working at a time, employee commitment, attendance and positive working relationships with the volunteer staff will be even more critical.

Advantages:

- Less Costly
- Provides a paid employee at all times

Disadvantages:

- Only one paid employee working at a time
- No overlapping hours—what happens when an employee or volunteer has to miss a scheduled shift?
- Little time to collaborate, pass on vital information, etc.
- Heavily dependent on volunteers
- Can be difficult to provide good “customer service” if the café gets busy

\$50,000 Budget

This budget option will enable the technology café to start offering a myriad of quality programs to the community. The staff will be small enough to create a more personal family environment for the café users. Users will benefit from having multiple staff members available to assist with the programs during busy times. Again, with only one paid employee working during certain days and shifts—employee commitment, attendance and positive working relationships with the volunteer staff will be critical.

Advantages:

- Some overlapping shifts available (especially on weekends or during the busiest hours)
- Provides a paid employee at all times

Disadvantages:

- Little time to collaborate, pass on vital information, etc.
- Heavily dependent on volunteers
- Very Limited shift flexibility
- Can be difficult to provide good “customer service” if the café gets busy

\$65,000 Budget

This budget option will enable the technology café to start offering a myriad of quality programs to the community. The staff will be small enough to create a more personal family environment for the café users. Users will benefit from having multiple staff members available to assist with the programs during busy times. This option allows for a salaried “manager” to be scheduled each day.

Advantages:

- Allows for one salaried position to be working every day
- Provides a paid employee at all times
- Allows for overlapping paid staff at shift changes
- Allows for collaboration between Assistant Learning Manager and Learning Manager
- Provides the most functional schedule with respects to opening, shift changes, and closing
- Allows the opportunity to provide better “customer service” to the café users

Disadvantages:

- More Costly – may need to raise more money
- What happens as salaries increase in subsequent years

Kroc Center Technology Cafe Evaluation Form (Sample)

Program Name _____

Instructor _____

Date of Program _____ Time of Program _____

Please circle the word that best answers the following statements.

1. The instructor's ability to explain was

Fair Good Very Good Excellent

2. The pace of the material presented in class was

Fair Good Very Good Excellent

3. The number and quality of examples used in class were

Fair Good Very Good Excellent

4. During class, the amount of student involvement was

Fair Good Very Good Excellent

5. The handouts that were given were helpful

Disagree Neutral Agree

6. This program has improved my understanding of the subject matter

Disagree Neutral Agree

7. What would you like to see added or changed in this particular program?

8. How did you hear about this program?

9. Would you sign up for another program offered at the Kroc Center Technology Café? Why?

10. What type of new programs would you like to see offered at the Kroc Center Technology Café?

11. Are there any additional comments that you have?

Thank you for taking the time to help us make the Kroc Center Technology Café even better!

Dayton Ohio Kroc Center

Tech-Café' Equipment Cost Estimates

Courtney Clifford-rep

*prices are from online websites current as of 6/7/09

	Model	Monitor	Hard drive	Memory upgradable to	Processor	Battery	Wireless NIC	Warranty Information	Price
Laptops									
high	Elite W700	17"	160 GB - Serial ATA-150 - 7200 rpm	4GB	Intel Core 2 Duo T9600 / 2.8 GHz	9 cell lithium ion	Intel WiFi Link 5300	4 yr warranty with accidental damage.	\$2,799.00
medium	Enhanced T 500	15"	160 GB Hard Disk Drive, 5400rpm	4GB	Intel Core 2 Duo P8600 2.40GHz	6 cell lithium ion	Intel WiFi Link 5100 (AGN) with My WiFi Technology	4 yr warranty with accidental damage. The T series come with a reinforced roll cage.	\$1,029.00
low	G530	15"	250GB 5400rpm SATA Hard Drive	3GB	Intel Core 2 Duo Processor T6400	6 cell lithium ion	10/100Mbps Ethernet; 802.11a/g/n Wireless LAN	Warranty can be extended to 3 yrs with accidental damage coverage	\$684.14
	Cart								
	Bretford 24 Education Cart				website information				L \$2,615.64

Dayton Ohio Kroc Center
 Tech-Café' Equipment Cost Estimates

Courtney Clifford-rep
[*prices are from online websites current as of 6/7/09](#)

	<i>Model</i>	<i>Hard drive</i>	<i>Memory</i>	<i>Processor</i>	<i>Network Connectivity</i>	<i>Warranty Information</i>	<i>Price</i>
Desktops							
high	ThinkCentre M58p	160GB, 8M Cache, 7200RPM SATA II up to 500 GB	1GB PC3-8500 SDRAM (1 DIMM) up to 4GB	Intel Core 2 Duo E8400 Processor (3.00GHz 1333MHz 6MBL2)	Integrated Gigabit Ethernet	ThinkCentre M58p Series Tower - Limited On-site Warranty 3 Year Parts / 3 Year Labor	\$871.00
medium	ThinkCentre M58 Ultra Small Form	160GB, 8M Cache, 7200RPM SATA II	1GB PC3-8500 SDRAM (1 DIMM)	Intel Celeron Dual Core E1400 Processor(2.0GHz 800MHz 512KB L2)	Integrated Gigabit Ethernet	ThinkCentre M58 USFF - Limited On-site Warranty 3 Year Parts / 3 Year Labor Energy Star	\$704.00
low	ThinkCentre M58e Tower	160GB, 8M Cache, 7200RPM SATA 3.0Gb/s up to 500 GB	1GB PC2-6400 SDRAM (1 DIMM) up to 4GB	Intel Celeron Dual Core E1400 Processor(2.0GHz 800MHz 512KB L2)	Intergraded Enet 10 -1000 Intel G41	ThinkCentre M58e Serie Tower - On-site Warranty 3 Years Parts / 3 Year Labor System warranty7	\$534.00
Monitors							
	Lenovo E75 17in CRT Monitor						\$99.00
	Lenovo Thinkvision L1700p (17in) LCD Monitor Analog/Digital Ergonomic Stand						\$199.19

Dayton Ohio Kroc Center

Tech-Café' Equipment Cost Estimates

Courtney Clifford-rep

[*prices are from online websites current as of 6/7/09](#)

	Model	Monitor	Hard drive	Memory	Processor	Battery	Wireless NIC	Warranty Information	Price
Netbooks									
high	Ideapad S10 295722U	10"	160GB 5400	1 GB PC2-5300 DDR2 SDRAM 667MHz	Intel ATOM Processor N270 Single Core (1.60GHz 533MHz 512KB)	6 cell Lithium-Ion	Broadcom 11b/g Wi-Fi wireless	1 year	\$399.00
medium	Ideapad S10 4231 AJU	10"	160GB 5400	1 GB PC2-5300 DDR2 SDRAM 667MHz	Intel ATOM Processor N270 Single Core (1.60GHz 533MHz 512KB)	6 cell Lithium-Ion	Broadcom 11b/g Wi-Fi wireless	1 year	\$409.00
low	Ideapad S10 4231 ACU	10"	160GB 5400	1 GB PC2-5300 DDR2 SDRAM 667MHZ	Intel ATOM Processor N270 Single Core 1.60GHz 533MHz 512KB	3 Cell Lithium-Ion	Broadcom 11b/g Wi-Fi wireless	1 year	\$349.00
Carts									
	EZGOAV NetBook 24			website information					\$1,279.00
	School Outfitters			website information					\$1,589.99

Software Programs

IBM Software

Lotus Software
Rational Software
Tivoli Software
WebSphere Software

Assistive Technology

IDEAL Group www.onlineconferencingsystems.com/at.htm
Hard of Hearing www.stcsig.org/sn/PDF/Vinegar_Types.pdf
Elementary Teachers
(resources for parents
and teachers) <http://atto.buffalo.edu/>
OS X Apps www.macgamesandmore.com/assistivetechologymac.html

Free Programs

Etherpad www.etherpad.com
Animoto www.animoto.com
SlashDot <http://tech.slashdot.org/article.pl?sid=08/12/11/1459202>
Open Goo <http://opengoo.org/>
Webspiration <http://www.mywebspiration.com/>
TUX Paint & Stamps <http://www.tuxpaint.org>
Drawing for Children <http://drawing.gamemaker.nl>
Dia <http://live.gnome.org/Dia>
EDraw Mind Map <http://www.edrawsoft.com/freemind.php>
FlowGrid Control <http://www.robsons.org.uk/page4.html>
VUE <http://vue.uit.tufts.edu>
C Map <http://cmap.ihmc.us>
Free-Mind <http://freemind.sourceforge.net>
ClipArt Acid Fonts <http://www.acidfonts.com>
dafont <http://www.dafont.com>
1001 Free Fonts <http://1001freefonts.com>
Free Clip Art from
Microsoft <http://office.microsoft.com/en-us/clipart/default.aspx>
Awesome Clip Art for
Educators <http://www.awesomeclipartforeducators.com>
More Free Educational
Software Links From
David Thornburg <http://www.tcpdpodcast.org/oss.html>

www.ideal-group.org/initiatives/access-tomorrow/overview_1.htm

teachingeverystudent.blogspot.com/2007/06/free-technology-toolkit-for-udl-in-all.html

Portable Apps

portableapps.com/apps
www.freemug.org/portableapps/

Lotus Software

Provides a robust and productive user experience with a single point of access to email, calendars, contacts, activities, instant messaging, feeds, office documents, collaboration tools and business applications.

Helps users manage their ever-growing inboxes effectively, with full-text search, delegation, mail filtering and sorting, conversation views and flags.

Helps increase user productivity with customizable widgets that can recognize specific patterns of text in Lotus Notes documents; recognized text can be clicked to perform the appropriate business action associated with that widget, such as retrieving information from a flight number in an e-mail.

Helps users instantly locate and connect with resources via presence awareness, business cards and instant messaging incorporated in context within the inbox and calendar.

Helps minimize or eliminate the impact of computer viruses through robust security features.

Helps drive business value through composite application technology that allows you to integrate and present line-of-business solutions and data from multiple systems into a single view for end-users.

Helps users to be productive even when disconnected from the network with advanced replication technology.

Cost not listed

Ray and Joan Kroc Corps Community Center Technology Café Educational Program Ideas

The Program Ideas team was charged with developing a set of sample programs that could appeal to a wide range of ages and interests, hopefully in keeping with the “Café” theme, but offering food for the mind and spirit, not the stomach!

Once a team member came up with the idea of organizing our menus by how often the program would be offered, rather than age or interest groups, we were able to divide our ideas into six categories. Appetizer Programs are items that would probably be offered annually, or on an occasional basis. Side Orders are offered once (or possibly twice) each month, but are part of the regular rotation of offerings. Entrée items are generally offered every week.

The remaining menus are thematic. Desserts, as one might expect, are geared for fun. However, the team hopes that such treats as Wii tournaments will be woven into the Center’s strong academic support activities as positive reinforcements, perhaps by offering additional playtime or team positions to students who show marked improvement as the Center staff works with them. The Carryout Menu includes a number of URLs for links and download items that are designed for use outside the Café; nearly all are available free of charge. Finally, the Chef’s Specials list provides additional resources that may be helpful to Café staff members.

A monthly cover page menu explains the organization scheme and provides a few examples, as well as referring customers to the Center’s website.

Welcome to the Tech Café!



June 2009



This Month's Features:

Appetizers: (*Exciting occasional or one-time-only offerings*)

- Saturday, June 21, 2010: Midsummer Swap Meet! 3:00– 5:30 PM
Do you have technology equipment to swap? Do you need anything? Join us!

Sides: (*Take a look at these regular monthly offerings!*)

Adult Volunteer Training: offered the first Monday of each month from 7-9 PM.

PC Security: offered the first Wednesday of each month from 7-9 PM.

Check the Sides Menu for details!

Entrees: (*Enjoy our wide variety of weekly offerings*)

- Basic Computer Skills for Seniors (ages 65+)
Tuesdays 2-4 PM; this is a 4-week course. Check the Entrée Menu for details!
- Basic Computer Skills for Adults (ages 18+)
Tuesdays 6-8 PM; this is a 4-week course. Check the Entrée Menu for details!

Desserts! (*Our fun time offerings— something for every age group!*)

Wii Sport Tournament Action:

- tournament leagues are open to every age and interest group
- prior registration required: space is limited!!

OTHER FUN OPTIONS, TOO: *Check the Desserts Menu for full details.*

Chef's Specials: (*Great resources for staff members to help keep the Café humming!*)

- The Intel Guide for Starting a Youth Volunteer Program

Please see each group's menu page for more details!

Don't forget to try our Carry-out Menu: treats to enjoy here or at home!

Visit our website at www.techcafe.weebly.com

Student customers can illustrate the monthly menu cover by creating art work in Tux Paint (<http://www.tuxpaint.org/>). More information about Tux Paint is available in our carry-out menu!

Welcome to the Tech Café!



June, 2009



Our Appetizer Items are offered on an annual or other occasional basis.

Activity: Reduced Price Technology Sale

Ages: All

Schedule: Nightly for 2 weeks in the month of July

Personnel Needed: Staff to price items, volunteer staff available to sell items

Equipment Needed: Used equipment that the center is wanting to get rid of.

Registration Requirements: None

General Description: As equipment gets older and new is taking its place, recycle the equipment at low costs for the community to purchase.

To be decided: Community members may also donate their used equipment towards the sale upon checking with the manager; should all money stay with the center towards purchase and upkeep of new equipment? Is it more important to offer the service to the community?

Other Program Possibilities:

Program	Time/Frequency	Description
Technology Game/ Book Swap All Ages— Children must be supervised!	Once a Year (2 weeks long)— October	Bring in software, games, technology books, etc. to exchange for someone else's items that they no longer want. Equipment will be available for testing games.
FASFA Training (College-bound students & families)	Once a Year— January	One volunteer will lead training on how to fill out the college FASFA.
Ham Radio Kickoff (HS and up)	Quarterly	Get acquainted with the wonderful world of Ham Radio. Volunteers from the Dayton Ham Radio Association will be on hand to get you started.
Hamvention Prep	Annual	Ham Radio Enthusiasts: get ready for the big annual event!

Welcome to the Tech Café!



June 2009



Our Side Order Items are offered on a monthly basis.

Activity: Student and Adult Volunteer Training

Ages: Student Volunteers 15-18, Adult Volunteers 18+

Schedule: This course will meet the first Monday of every month from 7-9 pm.

Personnel Needed: At least two volunteer director/trainers

Equipment Needed: One computer for each student or adult volunteer

Registration Requirements:

Volunteers may call to register ahead of time; registration is not required.

General Description:

Volunteers learn operations, maintenance and troubleshooting skills to assist patrons in the use of computers, applications and related peripheral equipment. Training includes sessions in computer fundamentals, application concepts, equipment setup and usage, end user policies and procedures, customer service, as well as problem solving and thinking critically in a digital world.

Other Program Possibilities:

Program	Time/Frequency	Description
Online Standardized Test Prep	Once a month; early evening	SAT, ACT, OGT practice— test sites and volunteer helpers
PC Security:	Once a month; early evening	Protect your data and personal information with the helpful tips this workshop offers! Virus protection, online self-defense, and more.
University of Dayton Career Services	Once a month; Saturday?	Program will center around resume building and job searching.
Digital Photography Club Ages 16+	Two Hours, once a month Registration Required Note: Attendees may bring their own camera, or a limited number will be available for use.	Instructors can help participants to upload and edit their digital pictures and to attach pictures to email them to friends and family. Also offered: free use of the cameras, uploading, setting up Flickr accounts, tips & tricks, sharing work & ideas, etc.

Welcome to the Tech Café!



June, 2009



Our Entrée Items are offered on a weekly basis.

Activity: Basic Computer Skills

- Basic Computer Skills for Seniors (ages 65+)
Tuesdays 2-4 PM; this is a 4-week course.
- Basic Computer Skills for Adults (ages 18+)
Tuesdays 6-8 PM; this is a 4-week course.

Schedule: The course will run for four weeks with the following topics being covered:

- Week 1: Word Processing
- Week 2: Spreadsheets
- Week 3: Using the Internet
- Week 4: Email Basics

Personnel Needed: One technology facilitator
Volunteers to assist facilitator

Equipment Needed: Computer for each participant

Registration Requirements: Participants may call to register ahead of time. Registration is encouraged but not required.

General Description: Participants will be introduced to the basics of word processing, creating a spreadsheet, using the internet as a search engine, and emailing basics. Attendees will be given general instructions along with time for hands-on practice; individual assistance will be available.

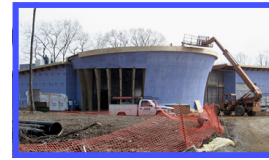
Other Program Possibilities:

Program	Time/Frequency	Description
Open Lab Ages 18+	Two One-Hour Sessions, Weekly	Need some computer time? Stop by and sign up to use one of ours! First come, first served.
Family Night	Two Hours, Weekly	Here's the chance for the whole family to enjoy computer activities together. Children must be accompanied by an adult.

Welcome to the Tech Café!



June, 2009



Our Dessert Items are geared for Fun, Fun, Fun!

Activity: Action Packed Wii Tournaments for Large Screen

Ages: All; see below

Schedule: Weekly Leagues

Jr. High (6th-8th grade):	Mondays	3:30-5:30 pm
Sr. High (9th-10th grade):	Tuesdays	7:00-9:00 pm
College:	Wednesdays	8:00-10:00 pm
Lively Adults:	Thursdays	9-11 am & 7-9 pm
Families	Fridays	6:00-10:00 pm

1st Week of the Month: Bowling

2nd Week of the Month: Golf

3rd Week of the Month: Tennis

4th Week of the Month: Mario Kart

Personnel Needed: One technology facilitator

Equipment Needed: Wii Sports games, large screen, 2 side screens

Registration Requirements: Prior sign up will allow for ease and quickness of setting up tournament play, and ensure fairness in allocating chances to play. Players may necessarily be restricted to only one league.

General Description:

The above games allow for quick switching of players/teams. Some games will need set play times according to the number of participants. In addition, tournaments can be set up once a month/every other month, or on a seasonal basis. Games might change from month to month and/or fit with the sport that is in season. Other possibilities include offering educational games instead of sports, possibly relating play time to academic achievement, and offering free play instead of or in addition to league play.

Other Program Possibilities:

Program	Time/Frequency	Description
Wii Fit Workouts	Similar to above	Lots of open space to work out
Educational Games for Tiny Tots (<i>i.e. LeapFrog</i>)	Mornings, TBA	Toddlers must be accompanied by an adult.
Music Night	TBA	Karaoke Fun! Seasonal/holiday evenings, summer singers, Saturday Teen Challenge...
Video Game Tournaments	TBA	Opportunities for kids to enjoy their favorite PS2 (etc) games on the large screen. May be tied to academic achievement.

Welcome to the Tech Café!



June 2009



Try Our Carryout Items! You can use them at home!

Assistive Technology

if you have needs covered under ADA, check out these links (some are not free):

IDEAL Group - www.onlineconferencingsystems.com/at.htm

Free Resources - www.ideal-group.org/initiatives/access-tomorrow/overview_1.htm and teachingeverystudent.blogspot.com/2007/06/free-technology-toolkit-for-udl-in-all.html

Hard of Hearing - www.stcsig.org/sn/PDF/Vinegar_Types.pdf

OS X Apps (MAC) - www.macgamesandmore.com/assistivetechologymac.html

Goodwill Community Foundation www.gcflearnfree.org/

Offers online activities & training in Everyday Life, Math & Money, Computer Training, Online Classes, Work & Career - all free! This includes free online classes covering Office 2003 and Office 2007.

Open Office: A free replacement for MS Office

www.openoffice.org/

Download free software for word processing, slideshows, and spreadsheets. These work much the same as Word, Excel, & PowerPoint. Easy to learn, and used in many schools.

Portable Apps: Bring your digital world with you!

portableapps.com/apps or www.freemug.org/portableapps/ (The second set are Mac versions.)

HP Learning Center - h30187.www3.hp.com/

Free online classes in Software, IT Professional Skills, Business Skills, Computing & Networking, Government & Education, Graphic Arts. The site has a focus area for videos.

Microsoft Digital Literacy - www.microsoft.com/About/CorporateCitizenship/Citizenship/giving/programs/UP/digitalliteracy/default.aspx

Free online training in Computer Basics, Internet & World Wide Web, Productivity Programs, Computer Security & Privacy, Digital Lifestyles. The curriculum comes in multiple languages and two versions - the original for Windows XP and Office 2003 and version 2 for Windows Vista and Office 2007.

Cute PDF Maker www.cutepdf.com/

Turn any Word, Publisher, picture, or other file into a permanent, portable format. This is a free download.

Cool Stuff for Kids!

Youth Tech Ham Radio - www.youthtech.com/hamradio/

Whether you're looking to join the hobby, or have been in it for years, this place is for you! For decades, amateur radio has led the way with radio communications, helping with emergency communications, maintaining reliable wireless communications networks, and more.

Webspiration www.mywebspiration.com/ or

FreeMind freemind.sourceforge.net/wiki/index.php/Main_Page

Free, open-source versions of the popular Inspiration/Kidspiration programs

Tux Paint www.tuxpaint.org/

is a free, award-winning drawing program for children ages 3 to 12 (for example, preschool and K-6). It combines an easy-to-use interface, fun sound effects, and an encouraging cartoon mascot who guides children as they use the program.

Free, Cool 3D Fonts www.acidfonts.com/

Download three-dimensional fonts to jazz up any project. Use the ABC listing across the top to look through the very long list. Each month there are featured fonts, and there are links to the help pages right on the front page.

Google Earth (earth.google.com/) and Earth and Moon Viewer (www.fourmilab.ch/earthview/)

Google Earth requires a download but allows you to look down from above at just about anywhere— even your neighborhood. The Viewer lets you see any area from farther & farther out in space. It is fun to see the lights at night, as well as the geography of rivers, islands, etc. Can you find the Great Wall of China or the Panama Canal? And check out the Moon Viewer!

Welcome to the Tech Café!



June, 2009



Our Chef's Specials are items that Tech Café staff might find useful.

Literacy, Proficiency & Standards in Information and Communication Technology (ICT)

iSkills Proficiencies

www.ets.org/Media/Tests/Information_and_Communication_Technology_Literacy/ictreport.pdf

21st Century Skills & ICT Literacy

www.evalutech.sreb.org/21stcentury/21st_century.pdf

Framework for ICT Literacy

www.ets.org/Media/Tests/Information_and_Communication_Technology_Literacy/ictreport.pdf

Engauge

www.metiri.com/21/Metiri-NCREL21stSkills.pdf

Volunteer Program Resources

Intel Student Leadership

www.intel.com/education/newtotech/tech_teams.htm

Youth Tech Support Program

www.studenttechsupport.org/about/ytsc_white_paper.pdf

C-R-E-A-T-E for Mississippi

www.create.cett.msstate.edu/create/stt/ (Middle School statewide initiative)

High School Tech Club example

www.davidson.k12.nc.us/education/club/clubinfo.php (involves weekly training)

Upper Elementary example

www1.ccs.k12.in.us/mte/media-center/techteam

Resources of interest for Non-Profits

Community Tech Center Start Up Manual

ctcnet.org/what/resources/startup_manual.htm

Tech Soup

www.techsoup.org/

Google Apps

www.google.com/a/help/intl/en/org/index.html

Atomic Learning movie collections

K12 movies.atomiclearning.com/k12/collections

and Higher Ed movies.atomiclearning.com/highed/collections

Don't forget to check our Carryout Menu for even more free resources!

References

Mission/Vision Team

M. Prensky, (2001). "Digital Natives, Digital Immigrants," *On the Horizon*, Vol. 9, No. 5, 2001, pp. 1–6.

21st Century Workforce Commission, *A Nation of Opportunity: Building America's 21st Century Workforce*

(Washington, D.C.: National Alliance of Business, 2000), p. 4.

P. Gilster, *A Primer on Digital Literacy* (Mississauga, Ontario: John Wiley & Sons, 1997).

B. A. Chauvin, "Visual or Media Literacy?" *Journal of Visual Literacy*, Vol. 23, No. 2, Autumn 2003, pp. 119–129.

A. Bamford, "The Visual Literacy White Paper," a report commissioned for Adobe Systems Pty Ltd., Australia, 2003, p. 7.

M. McLuhan and Q. Fiore, *The Medium is the Massage: An Inventory of Effects* (Corte Madera, Calif.: Gingko Press, 1967).

David C. Berliner, "Poverty and Potential: Out of School Factors and School Success"

<http://www.daytondailynews.com/n/content/oh/story/news/local/2009/02/17/ddn021709mccookinside.html>

<http://www.dps.k12.oh.us/cms/schools/elementary/kiser.html>

<http://www.ascho.wpafb.af.mil/REMARKABLE/CHAP2.HTM>

<http://neighborhoods.apartmentguide.com/ohio-dayton-mccook-field>

http://www.youtube.com/watch?v=H_FNfiepH7Q

Staffing and Personnel Team

<http://online.onetcenter.org/>

Equipment Team

Laptops

<http://www.amuras.com/prodDetail.asp?PartNumber=G66518&gclid=CKP59bKh-ZoCFQOcFQodsUaFcw>

http://shop.lenovo.com/SEUILibrary/controller/e/web/LenovoPortal/en_US/catalog.workflow:category.details?current-catalog-id=12F0696583E04D86B9B79B0FEC01C087¤t-category-id=1BE480ADA7EB421099C1676099E3EA34

Carts

<http://www.pcrush.com/product/Laptop-and-Notebook-Carts/105576/Toshiba-Bretford-24-Unit-Preassembled-Notebook-Cart>

Desktops

http://shop.lenovo.com/SEUILibrary/controller/e/web/LenovoPortal/en_US/catalog.workflow:category.details?current-catalog-id=12F0696583E04D86B9B79B0FEC01C087¤t-category-id=61CEC07394744CFCA553147261AEA6F7

Netbooks

<http://shop.lenovo.com/us/notebooks/ideapad/s-series>

Carts

http://www.visualedtech.com/EZGOAV/netbook_24.htm?gclid=CNH0wuPP-ZoCFQyVFQodnAzEdA

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM6462/products_id/PRO16695

Program Ideas Team - Included in main document

Additional Resources

Accessibility

CTC Accessibility Resources - www.icdri.org/CTC/community_technology_center_acce.htm

Organizations/Magazines/Publications

ASTD - <http://www.astd.org>
T+D Training + Development

Edutopia - <http://www.edutopia.org>

ISTE - <http://www.iste.org/>
Learning & Leading with Technology
Student Powered Podcasting
Educator's Podcast Guide

Technology & Learning - <http://www.techlearning.com/>

Partners

Dayton Amateur Radio Association Youth Education – Rob Taylor 937-236-7098

Ohio Community Computing Network (OCCN) - <http://www.ohioccn.org/interactivemap>

Programs

Amateur Radio & Technology Education Program - <http://www.arrl.org/FandES/tbp/>

The Journey InsideSM - <http://educate.intel.com/en/thejourneyinside/>

National Center for Quality Afterschool - <http://www.sedl.org/afterschool/guide/technology/>

SAS Curriculum Pathways - <http://www.sascurriculumpathways.com/products/pathways/>

Sustainability

Keys to Sustaining Your CTC - www.techsoup.org/learningcenter/ctc/page5207.cfm

Volunteers

CTC * VISTA (Americorp program) - www.ctcvista.org/

Tech Café SAMPLE WEEKLY SCHEDULE (45k Budget)

Salary Paid Staff Hours (40 Hours) (\$35,000 per year)
Hourly Paid Staff Hours (25 Hours) (\$8.00/hour; \$10,400 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
9:00am-1:00pm	Learning Aide	\$32.00
1:00pm-4:00pm	Learning Aide	\$24.00
4:00pm-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
11:30am-8:00pm	Learning Manager	Salary
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

TECH Café SAMPLE WEEKLY SCHEDULE (50k Budget)

Salary Paid Staff Hours (40 Hours) (\$35,000 per year)
Hourly Paid Staff Hours (36 Hours) (\$8.00/hour; \$14,976 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
Noon-4:00pm	Learning Aide	\$32.00
2:00pm-5:00pm	Learning Aide	\$24.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
5:00pm-8:00pm	Learning Aide	\$24.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
9:00am-Noon	Learning Aide	\$24.00
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
11:30am-8:00pm	Learning Manager	Salary
4:00-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

Tech Café SAMPLE WEEKLY SCHEDULE (65k Budget)

Salary Paid Staff Hours (60 Hours) (\$35,000 per year & \$22,500 tuition)
Hourly Paid Staff Hours (20 Hours) (\$8.00/hour; \$8,320 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
11:30am-8:00pm	Assistant Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
11:30am-8:00pm	Learning Manager	Salary
2:00pm-6:00pm	Learning Aide	\$32.00
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

Tech Café SAMPLE WEEKLY SCHEDULE (90k Option)

Salary Paid Staff Hours (60 Hours) (\$35,000 per year & \$22,500 tuition)
Hourly Paid Staff Hours (80 Hours) (\$8.00/hour; \$33,280 per year)
Volunteer Hours (80 Hours)

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday - Tuesday Noon-8:00pm

Wednesday - Saturday 9:00am-8:00pm

SUNDAY

Time	Position	Cost
11:30am-8:00pm	Assistant Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
2:00pm-6:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

MONDAY

Time	Position	Cost
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

TUESDAY

Time	Position	
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Coach/Adult Program Volunteer	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

WEDNESDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
Noon-2:00pm	Learning Aide	\$16.00
4:00pm-8:00pm	Learning Aide	\$32.00
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

THURSDAY

Time	Position	Cost
8:30am-5:00pm	Learning Manager	Salary
Noon-2:00pm	Learning Aide	\$16.00
4:00pm-8:00pm	Learning Aide	\$32.00
4:00-8:00pm	Assistant Learning Manager	Salary
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free

FRIDAY

Time	Position	Cost
------	----------	------

8:30am-12:30pm	Learning Aide	\$32.00
8:30am-12:30pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Aide	\$32.00
Noon-4:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Assistant Learning Manager	Salary
4:00pm-8:00pm	Learning Aide	\$32.00
4:00pm-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Adult Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
4:00pm-8:00pm	Learning Coach/Student Program Volunteer	Free
5:00pm-8:00pm	Specialty Program Volunteer	Free

SATURDAY

Time	Position	Cost
8:30am-12:30pm	Learning Aide	\$32.00
8:30am-12:30pm	Learning Aide	\$32.00
11:30am-8:00pm	Learning Manager	Salary
Noon-4:00pm	Learning Aide	\$32.00
4:00-8:00pm	Learning Aide	\$32.00
10:00am-Noon	Learning Coach	Free
10:00am-Noon	Adult Program Volunteer	Free
10:00am-Noon	Student Program Volunteer	Free
2:00pm-6:00pm	Learning Coach	Free
2:00pm-5:00pm	Specialty Program Volunteer	Free
4:00pm-8:00pm	Learning Coach	Free

Tech Café SAMPLE WEEKLY SCHEDULE

BASED ON THE FOLLOWING HOURS OF OPERATION:

Sunday-Tuesday	Noon-8:00pm	8 Hours	24 Hours per week
Wednesday-Saturday	9:00am-8:00pm	11 Hours	44 Hours per week
			68 Total Hours

\$45,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Learning Aide	\$8.00/hour	25	\$200.00	\$10,400.00
Volunteers	\$0.00	80	\$0.00	\$0.00
		Total	\$873.08	\$45,400

\$50,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Learning Aide	\$8.00	36	\$288.00	\$14,976.00
Volunteers	\$0.00	80	\$0.00	\$0.00
		Total	\$961.08	\$49,976

\$65,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Asst. Learning Manager	\$22,500.00	20	\$432.69	\$22,500.00
Learning Aide	\$8.00	20	\$160.00	\$8,320.00
Volunteers	\$0.00	80	\$0.00	\$0.00
		Total	\$1,265.77	\$65,820

\$90,000 Option

Position	Wage	Number of Hours	Weekly Cost	Yearly Cost
Learning Manager	\$35,000.00	40	\$673.08	\$35,000.00
Asst. Learning Manager	\$22,500.00	20	\$432.69	\$22,500.00
Learning Aide	\$8.00	80	\$640.00	\$33,280.00
Volunteers	\$0.00	80	\$0.00	\$0.00
		Total	\$1,745.77	\$90,780