

Culinary Careers Collaborative Workforce Development Partnership

Working Group: Fairfax City, Town of Vienna, SRTM George Mason University (Mason), Virginia Restaurant, Lodging, and Travel Association (VRLTA)

Roles and Responsibility

Roles and Responsibilities		The Responsible
1. Program Administration and Coordination	Develop program timelines, schedules, and budgets in collaboration with relevant stakeholders.	Working Group
	Foster a collaborative and positive work environment among program personnel.	Working Group
	Oversee the planning, coordination, and execution of week-long summer training programs at George Mason University	Mason
	Ensure compliance with university policies, guidelines, and regulatory requirements throughout program implementation.	Mason
2. Curriculum Development and Implementation	Collaborate with subject matter experts and instructional designers to develop program curriculum, learning materials, and resources.	Mason/VRLTA/ Instructors
	Monitor program delivery to assess effectiveness, identify areas for improvement, and implement necessary adjustments	Mason/VRLTA/ Instructors
3. Recruitment, Marketing and Outreach	Define target audience, create program description, identify target audience	Fairfax City/Town of Vienna
	Promote program offerings through various channels, including social media, email campaigns, and website content.	Fairfax City/Town of Vienna
	Develop marketing materials, such as brochures, flyers, and presentations, to attract participants and stakeholders.	Fairfax City/Town of Vienna
	Recruit participants	Fairfax City/Town of Vienna
	Attend relevant events, conferences, and meetings to represent the program and engage with potential participants and partners.	Fairfax City/Town of Vienna
	Create website with digital registration form	Fairfax City/Town of Vienna
	Advertise (e.g., social media marketing)	Fairfax City/Town of Vienna
	Reach out target audience (e.g., visiting HS schools) Communicate with businesses and develop partnerships with businesses	Fairfax City/Town of Vienna
4. Participant Coordination	Facilitate participant registration, enrollment, and communication processes.	Mason / VRLTA

	Serve as the primary point of contact for participants, addressing inquiries, providing information, and offering support as needed. Support this effort through a shared working group email.	Working Group
	Coordinate any special requirements for participants – career fair, any days for career fair.	Mason / VRLTA
5. Faculty and Staff Management	Recruit	Mason/VRLTA
	Supervise program instructors, facilitators, and support staff.	Mason/VRLTA
	Provide guidance and support to faculty and staff regarding program content and delivery methods.	Mason/VRLTA
6. Logistics and Facilities Management	Coordinate logistics, including classroom booking.	Mason
	Ensure that program facilities and resources are adequately procured and prepared including grocery shopping and maintained for program activities.	Mason/Instructors
	Address any logistical challenges or issues that may arise during program delivery promptly and effectively.	Mason/Instructors
7. Evaluation and Assessment	Develop and implement evaluation mechanisms to assess program outcomes, participant satisfaction, and overall program effectiveness.	Working Group
	Collect, analyze, and report data on program performance, participant feedback, and key performance indicators.	Working Group
	Use evaluation findings to inform program enhancements, strategic planning, and future program development initiatives.	Working Group
	Maintain accurate records and documentation related to program activities, finances, and compliance requirements.	Working Group
	Adhere to legal and ethical standards governing program operations, data privacy, and confidentiality.	Working Group
7. Collaboration and Networking	Foster partnerships and collaborations with internal and external stakeholders	Working Group
	Represent the program in professional networks, forums, and committees to enhance visibility, reputation, and opportunities for collaboration.	Working Group