

Facilitator and Artist Roles

Lead Facilitator

The lead facilitator will set the tone for the workshop and lead all activities, including the welcome and sharing circles. They will be responsible for ensuring that all workshop materials are ready, and for communicating guidelines and required materials to the caregivers of participants in advance of the workshop, allowing a few days' time to resolve any technical issues that may come up (such as accessing files, questions about materials, etc). The ideal facilitator should be:

- » Experienced at teaching or leading programs for children
- » Able to create an environment that is generative and welcoming of all ideas and fun!
- » Committed to creating a safe space for participants and understands the importance of offering choice in all aspects of the workshop
- » Able to moderate group discussions and balance the contributions of vocal children with those that are more reserved
- » A participant in all group ice breakers and sharing activities; ideally they would bring in their own piece of writing to share, or an object for the Show and Share
- » Organized!

Facilitator



The facilitator will help support the lead facilitator in delivering the program and guiding participants through the storymaking process. The ideal facilitator should share the same traits as the lead facilitator and should participate in all activities. In addition, the facilitator might have more capacity to keep an eye on the clock, notice when a child's hand is raised or if someone needs help, and more.

The supporting facilitator will ideally have comprehensive knowledge or at least working knowledge of the chosen online platform (Zoom is recommended). They will be responsible for the smooth running of the program, which includes but is not limited to:

- » Opening the session and letting participants in
- » Managing and monitoring the chat
- » Communicating messages or ideas from the chat to other members of the group, especially if some participants who might have accessibility needs are using it to write their ideas (but use your judgment if a participant private messages, ensuring that you ask permission before sharing)
- » Muting and unmuting participants as needed
- » Creating and managing breakout rooms
- » Addressing any technical issues

In addition, the facilitator might have more capacity to keep an eye on the clock, notice when a child's hand is raised or if someone needs help, and more.

Please refer to the following link for additional guidance on using Zoom: <https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions>

A Note on Writers and Artists

As leaders of a creative workshop, it would be beneficial if one of the two facilitators have some background or experience in writing, visual art, or some other creative field. They can speak from experience about the creative process and help children navigate their own. In addition, it would provide an opportunity for kids to have a meaningful connection with professional or working creatives, and to see firsthand how writing and art provide a means of self-expression and communication in the 'real' world.

Facilitators who are so inclined should feel free to create their own 'pandemic stories' alongside the children. They can showcase them on the Ideas Wall and speak about their own process.

Guest Author or Artist

If you are not able to or do not wish to participate in contributing something to the Ideas Wall, we strongly recommend that you invite a guest author or artist to participate in Session Two. That guest would contribute a piece to be displayed alongside the example pieces and then speak to the group about their process of writing or drawing it.

Volunteers

It can be challenging to work with several children at once—especially in the online space - and when they range widely in their needs. There will most likely be children in every group that would benefit from close attention. After Session One, you will likely have a sense of who those children are and can solicit support from volunteers accordingly.

Some activities volunteers might engage in are scribing for children who have difficulty writing, asking prompting questions, providing editorial suggestions to help a child expand on and revise their story, and listening to kids who want to read their writing aloud.