



AGENDA

SPARK Star -Trainer's Agenda

Welcome

Give all handouts with cover letter. Allow time to read.

Thank all for coming and for taking on the role of the SPARK Star.

Rationale for SPARK Star

Research shows that even the best programs fade away without appropriate follow-up. SPARK includes this vital component as part of its leader training package. With SPARK Stars in place, you are taking that much needed step to ensure the SPARK program is effectively implemented and institutionalized.

As the SPARK Star at your site, you will be the staff support system for SPARK. In turn, we will serve as your support. By partnering this way we facilitate significant improvement in the quantity and quality of physical activity sessions at your site.

Your goal as the SPARK Star is to make it as easy as possible for leaders to conduct sessions. You will achieve this by identifying the barriers and responding to them. These obstacles may include:

Go through obstacles:

Equipment

- Not enough
- Poor quality
- Nowhere to store
- No one to organize
- No one to maintain and inventory

Scheduling

- No one responsible for
- What to do with the yearly plan?

Staff Experience

- Some may not be comfortable leading SPARK in the beginning
- Some may need help with prepping and setting up for their SPARK activities
- There is no one to advise new staff members when they arrive

General Concerns

- No one responsible for SPARK issues, so barriers become insurmountable

SPARK Star Responsibilities

Equipment

- Inventory equipment now.
- Acquire safe and accessible area for storage.
- Keep this storage area user friendly.
- Pump, marked, and otherwise ready equipment. Place in carts or bags for easy travel to activity area.
- Prep equipment for upcoming unit in cart prior to change of units (where appropriate).
- Inventory equipment at the end of the year. Place orders for replacements. If purchasing from Sportime, call us at SPARK to facilitate the order. (800 SPARKPE)

Scheduling

- Create a blank schedule.
- Ask all staff to complete.
- Make copies and distribute to all staff.
- Leave a copy with equipment and another in the office.
- Help others follow the Yearly Plan provided (or 1 you have created to suit your site's needs).

Staff Experience

- Assist new staff by responding to questions and concerns regarding SPARK.

- Ask a SPARK “veteran” to help new staff who have not had the training or experience by team-teaching SPARK a few times. This allows them a peek at what SPARK looks like and helps them gain familiarity with the program.

In Addition...

- Be available to consult with staff about any problems or concerns which may arise related to the SPARK program.
- Be a liaison between staff at your site and the SPARK Team.
- Visit staff ‘in need’ periodically throughout year. Ask if you might help with instruction as needed, such as actively assisting staff, modeling an activity, helping with set-up and take-down, working with a group of children separately, etc.
- Provide reminders of approaching unit changes or any upcoming training sessions
- Be available to SPARK by phone or e-mail to consult regarding any other SPARK-related issues.

Release time:

Ask your administrator if you could have some release time once a month to complete some of these SPARK Star duties.

Continue to Questions, Comments, and Closure if this is a 1 of 2.

If this is a 1 of 1, skip the questions, comments, and closure, and move on to End of Year Procedures. Come back to these at the end.

Questions? Comments?

Closure

Start here for 2 of 2

End of Year Procedures

Equipment Inventory

- Ask all staff to return any SPARK equipment to equipment area by a specific date.
- Recruit help (children/participants, parents, etc.) to help inventory existing equipment.
- Finalize any equipment area concerns/organizations/problems for the next year.
- April is suggested.

Equipment Orders

- Check with budget to see what you have to spend.
- Check with administration for vendor's name.
- Obtain purchase order, etc.
- Order any needed equipment. If ordering from Sportime, call us at 1800 SPARKPE to facilitate.
- May is suggested.

Scheduling

- Check with staff/administrator to discuss schedules for next year. Prompt all to sign up for suggested number of time slots.
- Assess the yearly plan implemented. (Where appropriate) Was it successful? Did weather impact some units? Does it need to be adjusted for next year?

Other Concerns

- Are you, the SPARK Star, continuing in this role next year? If not, help recruit a volunteer.
- Be sure to keep any SPARK materials on site. Do not allow staff who are leaving to take it with them.

Next Year

- Prepare any new staff for next year. How will they be trained? Will they be teamed with a SPARK-Veteran? Are new materials needed?