

ST. MARK'S SCHOOL



ON CAMPUS PROGRAM FACT SHEET

The purpose of our Career Day program is to provide St. Mark's students with an opportunity to gain first-hand knowledge about job skills and careers and to understand the connection between school and work. In order to make this day as beneficial to our students as possible, we are asking alumni, parents, and friends to volunteer as job shadow hosts or campus presenters.

ON CAMPUS PROGRAM – III and IV Form Students

Main Goals:

1. Introduce students to the range of career opportunities available to them.
2. Demonstrate the connection between academics and careers and help students learn by making their class work more relevant.
3. Initiate career development and skill building activities that will prepare students for their future careers.
4. Create networking opportunities with St. Mark's career mentors.

What: We are seeking volunteers to come to campus to participate in career presentations and/or career skills workshops.

Tentative Schedule*:

8:30 - 9:30am	Volunteer Registration & Check-in
9:00 - 9:50am	Opening Assembly
10:00 - 10:40am	Career Panel or Workshop Presentation #1
10:50 - 11:30am	Career Panel or Workshop Presentation #2
11:30 - 12:20pm	Career Panel or Workshop Presentations #3
12:30 - 1:30pm	Lunch & Networking – (All Speakers Invited to Attend)

**Times may be slightly adjusted.*

Format: We plan to have presentations from a wide range of career fields. Volunteers can plan their own presentation according to what works best for them. We will be offering three types of presentations/workshops in the morning:

1. Do! Hands on, interactive activity
2. Career Roadmap: Share your story/career journey
3. Insights from an Industry Expert: Share skills, expectations, trends

After lunch, we can provide opportunities for you to help students learn about internships, summer jobs, and career development skills/strategies if you have time to offer.

Lunch: All speakers are invited to a special lunch gathering in the Hinkle Room. We will also have a break area with refreshments set up throughout the day.

Attire: Presenters should wear the clothes they normally wear to work.

Lodging: We have a limited number of rooms available at Choate House for out of town volunteers. Please contact John Camp if you will need a room. First come basis.

Follow-up: Participants will receive a confirmation letter with the event details, contact information, and tips for making the day a success. They will also receive a phone call a few days before the event to confirm their attendance and any special requests or requirements, including any A/V needs. If presenters are part of a panel, we will provide each panel member's contact information so you can communicate and plan in advance of the day.

We welcome representatives from all areas of expertise and/or presenters who can address career development skills and strategies.

Prepare: In order to prepare our students for your visit, we ask that presenters send us their bio, the URL for their company website, and any additional information they would like students to review in advance of their visit. All Career Day volunteer bios and company websites will be posted in the Career Day Volunteer section of our website.

Questions: John Camp (508) 786-6159 or johncamp@stmarksschool.org

Thank you for considering being a part of St. Mark's School Career Day!