**Oregon’s 21st Century Community Learning Centers**

**Orientation Training Checklist**

**Module 1: The Basics**

Activities:

□ Find out which Centers are in your 21st CCLC program

□ Ask how your program provides the core components of 21st CCLC programs (academic support, enrichment opportunities, family engagement, school district partnership/alignment, food, transportation, and community partnerships and outreach)

□ Learn the attendance procedures and survey/other data collection schedules for your program

**Module 2: Staff and Volunteer Guidance**

Activities:

□ Find out the specific titles that are used by staff in your program (Program Director, Center Coordinator, Center Staff, Instructor, etc.)

□ Review a copy of your job description/job duties

* Find out about the 21st CCLC staff professional development expectations for your program (required trainings, ongoing expectations, etc.)

  