

## Assistant Project Director

1. Manage arts & crafts / puzzles & magic / games & toys programs including
  - (a) Work with Manager for High School Ambassadors, Mary Ann Hand, at ambassadors' training session scheduled for the 3<sup>rd</sup> Saturday of January, **January 16, 2010.**
  - (b) Design arts and crafts items
  - (c) Order, purchase & organize materials
  - (d) **Prepare enough materials for CIA training sessions!!**
  - (e) Teach the skills to high school ambassadors; need to be sure the skills are well mastered by the ambassador who will be in charge.
  
2. Set-up annual workshop for High School Ambassadors Training on Saturday, January 16, 2010:
  - (a) 10:00 a.m. – 1:00 p.m.: Set up tables for training sessions
  - (b) 1:00 p.m. – 4:00 p.m.: Workshop – Teach!!
  - (c) 4:00 – 5:00: Appreciation Dinner after the workshop (Serena Huang coordinates)
  - (d) Take photos (Serena Huang)
  
3. Pre-event Workshop on Monday, Tuesday & Wednesday of the week of festival; review & test students' skills, **MUST 100% MASTERED!!**

Then, organize CIA members to start to prepare materials for school field trip programs and for Saturday's festival – At least **400 pc** of each arts and crafts item are needed!!

4. **At the end of Thursday and Friday, MUST, MUST count & prepare enough quantify of materials for next day's programs!!**

**Never walk away when the materials are not fully prepared.**

5. On **Wednesday**, first set up hands-on activities; then, assist with all area projects' set-up ....NOT only Southeast Asia, but all of area projects, East Asia, Africa, Latin America, Europe and Beyond!!
  
6. **Responsible in setting up food sale booth on Thursday and Friday morning** including setting up racks, burners, plates, forks, napkins, money box, dining tables.....Communicate with ambassadors who are helping in this area in how to constantly keep the area clean & organized.....NEVER, NEVER MESSY!!

7. Read students' submission of "Azalea International Folk Fair – My Day to Experience the World" & Pick up the top 10 to submit to board members to decide the top two winners for award.