



## WORKPLACE GENDER BALANCE PROJECT

### *Volunteers' Guide*

Thank you for your interest in achieving gender balance in the workplace and for your interest in the CCCS Workplace Balance Project! This project offers you an easy way to participate by adapting to your interests and your busy schedule.

Colorado Career and Technical Education, administered through the State Board for Community Colleges and Occupational Education (SBCCOE) and its staff, the Colorado Community College System (CCCS, [www.cccs.edu](http://www.cccs.edu)) has launched a multi-year strategic plan called the Workplace Balance Project. This plan is a framework designed to help women and men choose skilled careers that are a good personal fit, meet the needs for skilled employment in Colorado, and break through traditional gender stereotypes.

A copy of this “Workplace Balance Project” strategic plan is attached or can be obtained by contacting the CCCS Workplace Balance Project Coordinator (Lauren Jones, [Lauren.Jones@cccs.edu](mailto:Lauren.Jones@cccs.edu), 720-85-2825.).

Many of you are the non-traditional gender working in gender-stereotyped careers, and your experience and expertise can help us achieve the objectives of this plan.

If you are a woman working in the trades, engineering, computer sciences, police or fire sciences, or information technology careers, for example, you are the non-traditional gender employed in this field. If you are a man working in early childhood education, elementary education, cosmetology, or nursing, for example, you are the non-traditional gender employed in this field. Your experiences and successes represent valuable expertise that can benefit Colorado citizens who are seeking career education.

We know how busy you are so we wish to express our sincere appreciation in advance for your consideration to serve on the Workplace Balance Project Advisory Council. Because of your busy schedule this council has few meetings. As opportunities arise for you to participate we notify you by email. If it is something you have time for and are interested in, you can email back your availability and interest. If it is an opportunity that you are not interested in or do not currently have the time, please just delete the email. The following are some possible opportunities:

1. Read and score mini-grant proposals. (each September, ½ day, Lowry Campus location)
2. Provide e-mail feedback to project director regarding activities, progress, strategies, documents, etc. (as needed)
3. Serve as a liaison to “New Opportunities Homestead Sites” (See strategic plan Objective 4). (as needed)
4. Attend award and recognition events. (1 event per year – probably in June)

5. Serve as an e-mentor for non-traditional students who are enrolled in career education or for career education graduates who are newly working in a field that is gender stereotyped. (As your time allows - probably through electronic exchanges.)
6. Assist with the annual mini-grant bidders' conference. (Usually 1 day in June.)

Again, we appreciate your consideration of this volunteer time. Important projects like this can only succeed with the assistance of experienced professionals like you. If you have questions or comments feel free to contact Linda Forkner, Workplace Balance Project Coordinator, [linda.forkner@cccs.edu](mailto:linda.forkner@cccs.edu) (720)858-2826 or Lorrie Toni, Perkins Director, [lorrie.toni@cccs.edu](mailto:lorrie.toni@cccs.edu) (303)595-1565.