

Be Our Guest

Teacher/School Roles and Responsibilities

- Assign a teacher/contact for program administration and coordination.
- Recruit students through an application process (OHI provides a sign-up template)
- Promote the program via social media, school emails, events on school accounts, and tag @WeAreOHI in all posts
- Receive and review student applications
- Interview student candidates (pre-screening for placement supervisor interview)
- Coordinate interviews between student and location placement supervisor/representative placement supervisor and start dates directly with partner placement
- Communicate with partner placement supervisors/representatives to confirm placements supervisors/representatives
- Prepare the required paperwork with the school
- Organize student orientation with placement supervisors/representatives either pre-start or for day 1 of placement
- Monitor student progress throughout the school year
- Communicate with students, teachers, and location placement supervisors regularly
- Provide support to placement supervisors in the case of a student injury, incident, etc.
- Plan for placement supervisor evaluations
- Develop curriculum resources for your school's BOG program as needed
- Connect and work with local colleges to potentially offer Dual Credit Courses in your school
- Provide feedback to the BOG coalition in meetings organized by OHI
- Plan year-end event/graduation/recognition for your student's participation
- Conduct exit interviews with your student and provide feedback to OHI.
- Gather and submit BOG program data to OHI for number placements, number of students hired in part-time jobs during high school, number of students hired full-time post-graduation, number of students entering hospitality post-secondary programs from high school (data sheet to be provided by OHI).

Contact info@weareohi.ca for details on the program for your school.
For more information visit www.beourguestprogram.ca/

