



# Learning Activity Group Roles

Group roles can enhance collaboration, communication, and productivity within a learning environment. Before starting an activity or project, you should assign youth to roles or have youth pick what they want to do. Here's a list of learning activity roles and responsibilities suitable for youth engaged in career-connected learning activities.

**Team Leader:** Keeps the group "on track" and ensures that members are fulfilling their roles.

- Responsible for organizing and guiding the team
- Ensures that everyone has a voice and is contributing
- Facilitates communication and keeps the team on track

**Research Specialist:** Uses available resources to access information for the group.

- Conducts in-depth research on specific topics related to the learning activity
- Gathers relevant information from various sources
- Presents findings to the team

**Timekeeper:** Moves the group along so that they complete the task on time.

- Monitors and manages time during team meetings and work sessions
- Helps the team stay on schedule and allocate time appropriately

**Task Coordinator:** Keeps a record of the group's actions, takes notes on discussions, and prepares a written report (if necessary).

- Takes notes during meetings and documents key decisions
- Organizes and assigns tasks to team members based on their strengths and interests
- Ensures deadlines are met and progress is tracked

**Communication Liaison:** Uses a guide or checklist to watch the group's activities and offer feedback.

- Manages communication within the team and with external stakeholders
- Keeps team members informed about updates and ensures everyone is on the same page

**Quality Control Specialist:** Ensures that everyone understands key concepts and that all group members will reach their goals.

- Reviews and checks the quality of the team's work
- Ensures that all deliverables meet specified standards and criteria

**Public Relations Representative:** Communicates with the facilitator and other groups when help or information is needed. Represents the group in presentations or demonstrations.

- Promotes the team's work to a wider audience
- Creates social media content and promotional materials

**Tech/Materials Manager:** Ensures that all group members have the materials they need.

- Assist the team in leveraging technology tools and platforms effectively



# Learning Activity Group Roles

- Troubleshoots technical issues and provides support

**Creative Innovator:** Leads the artistic representation of the group's work.

- Generates innovative ideas and solutions during the learning activity
- Encourages out-of-the-box thinking and creativity within the team
- Creates visually appealing presentations or materials to showcase the team's work

**Peer Support:** Fosters positive and collaborative team dynamic. Assumes role(s) of any missing group member.

- Provides encouragement and support to all team members
- Helps address challenges and fosters a positive team dynamic
- May act as a substitute or a duplicate role to support the entire group's work