

CIVIC ENGAGEMENT ***WHO PLANS MY CITY EVENT?***

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Who Plans My City Event?

Lesson 5 of Civic Engagement Program

Skill Level

Intermediate (6th-8th Graders)

Learner Outcomes

The learner will be able to:

- List the different departments in a city
- List the job duties of certain city positions
- Work with others to plan an event
- Compromise while still representing a department

Tag(s)

4-H Citizenship

Time Needed

45-60 minutes

Materials Needed

A copy of each worksheet for each student

- "Who's Who in Local Government?"
- Role-playing activity

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Introduction to Content

There are many different departments in a city. Not all departments are represented in this lesson, but this is a good introduction to some. It takes a lot of city departments working together to put on a community event.

This is a lesson to explain various employee roles in a city. Students will look at "who's who" as employees.

Introduction to Methodology

There is a worksheet to match the job duties for each position listed.

Students will then be broken into smaller groups of five and each person will be assigned a role. Students should take a few minutes to write down what his/her role will be for the event. They will then role play in a group meeting to each discuss the individual roles and how to work together. There are some questions at the end to process the activity if time allows.



Setting the Stage/Opening Question

Say, "There are many different departments in a city. Can you name some of them?" (Allow the students to make suggestions).

Say, "Let's brainstorm different departments and as you list them, would someone volunteer to write them on the board for us please?"

Experience

Pass out "Who's Who in Local Government?" handout.

Explain, "In this local government review, you will match local government job descriptions to the job title that performs described duties."

Say, "In this activity, you will gain an understanding of how local government is relevant to every citizen and some of the services that are provided by cities."

As a warm-up exercise, ask students to name as many city departments or positions as they can. Say, "Today we are going to explore the duties and responsibilities of some local government employees, many of whom provide services that are often taken for granted."

Make a list on a chalkboard or white board.

Give students the following directions. "Work with a partner and complete the attached worksheet."

Review the answers from the "answer key."

Next, pass out "Role-Playing Handout."

Tell students, "You are planning an event. You will work together in groups of five to decide what needs to be done and how you can work together. You each have a job title and duties needed for the event to be a success. You're putting on a holiday celebration for your town. There will be music, food, and lots of fun!"

Say, "Each of you will assume a role from below. Focus on your position and your responsibilities."

- 1) Public works: traffic control devices setup (barriers), trash pickup, put up signage for where to park.
- 2) Parks and Recreation: activities that will happen during the day, organization overall, put up signage for where to go.
- 3) Police: safety (what could go wrong? Plan ahead!), presence (to watch out for others, be there to respond if needed), keep cars away from pedestrians.
- 4) Fire: safety (planning ahead), first aid (if someone gets hurt).

Strategies to Increase Student Engagement

Ask students about a recent community event in their town/city or nearby that they attended. After they list one or two, ask if they've ever thought about the work behind the scenes.

5) Finance: funding (all departments get their money through you).

Tell students, "As a group, take time to make a list of what you will need to do in preparation of the event. This is a bulleted list and not a paragraph that is needed."

Share/Process

Ask students to share with their group one thing they learned from the lesson.

Generalize

Say, "Referring to the role-playing activity, did you find it hard to understand what other departments were doing? Were you able to pay attention to other departments without just thinking about your own?"

Apply

Say, "Did you wish you had been in a different department? Were there departments that you had to rely on to get your job done? What could you do to make this event a success?"

Notes

References

North Carolina Civic Education Consortium

[k12database.unc.edu/wp-](http://k12database.unc.edu/wp-content/uploads/sites/31/2012/10/WhosWhoLocalGovernment1.pdf)

[content/uploads/sites/31/2012/10/WhosWhoLocalGovernment1.pdf](http://k12database.unc.edu/wp-content/uploads/sites/31/2012/10/WhosWhoLocalGovernment1.pdf)

TIPPS *Life Skills*

Head - Thinking

Heart - Relating, Caring

Hands - Working

Health - Being

Name: _____

Date: _____

Who's Who in Local Government?

Do you know the services that city government provides to their residents? Oftentimes, because local government services are so ingrained in our day-to-day lives, we take for granted many of the services our city government provides. Match the chart below to the Job Title list. Some of the job titles may be the answer to more than one job description.

Job Titles:

Finance Director

Librarian

City Planner/Building and Codes

Police Officer/Chief of Police

Firefighter/Fire Chief

Parks and Recreation Director

Animal Control Officer

Public Works Director (roads, sanitation)

Job Description	Job Title
I provide some emergency medical aid and life-saving measures until the ambulance arrives.	
I pick up lost, dangerous or injured animals; I locate owners of lost animals.	
I assist patrons by recommending and locating books, news materials, and equipment.	
I collect residential solid waste on an assigned route.	
I provide law enforcement for the citizens of my municipality.	
I maintain the courts and fields used for sports.	
I run the drop-off facility for commercial and household garbage.	
I keep up with the money brought into the city and paid out of the city.	
I look at new commercial buildings to make sure they comply with rules.	
I draft the budget for how much money will be spent for the year.	

I research traffic patterns; I recommend adjustments in traffic light signals to facilitate the flow of traffic.	
I provide education in schools so that students are educated for what to do in an emergency.	
I patrol around the town making sure everyone is driving safe.	
I build new roads or maintain the current ones.	
I plan programs in the town to help people enjoy the outdoors, exercise, or have fun.	
I work at the animal shelter taking care of animals until they are adopted.	
I make sure the town looks nice by enforcing zoning regulations and codes.	

Who's Who in Local Government? Answer Key

Job Description	Job Title
I provide some emergency medical aid and life-saving measures until the ambulance arrives.	Fire/Police
I pick up lost, dangerous or injured animals; I locate owners of lost animals.	Animal Control
I assist patrons by recommending and locating books, news materials and equipment.	Librarian
I collect residential solid waste on an assigned route.	Public Works
I provide law enforcement for the citizens of my municipality.	Police
I maintain the courts and fields used for sports.	Parks and Recreation
I run the drop off facility for commercial and household garbage.	Public Works
I keep up with the money brought into the city and paid out of the city.	Finance Director
I look at new commercial buildings to make sure they comply with rules.	City Planner/Building/ Codes Enforcement
I draft the budget for how much money will be spent for the year.	Finance Director
I research traffic patterns; I recommend adjustments in traffic light signals to facilitate the flow of traffic.	Public Works
I provide education in schools so that students are educated for what to do in an emergency.	Fire/Police
I patrol around the town making sure everyone is driving safe.	Police
I build new roads or maintain the current ones.	Public Works
I plan programs in the town to help people enjoy the outdoors, exercise, or have fun.	Parks and Recreation
I work at the animal shelter taking care of animals until they are adopted.	Animal Control
I make sure the town looks nice by enforcing zoning regulations and codes.	City Planner/Building/ Codes Enforcement

Role-Playing Activity

Each of you will assume a role from below. Focus on your position and your responsibilities.

- 1) Public works: traffic control devices setup (barriers), trash pickup, put up signage for where to park.
- 2) Parks and Recreation: activities that will happen during the day, organization overall, put up signage for where to go.
- 3) Police: safety (What could go wrong? Plan ahead!), presence (to watch out for others, be there to respond if needed), keep cars away from pedestrians.
- 4) Fire: safety (planning ahead), first aid (if someone gets hurt).
- 5) Finance: funding (all departments get their money through you).

As a group, take time to make a list of what you will need to do to prepare for the event. This is a bulleted list and not a paragraph that is needed.

Assignment:

You are hosting a planning meeting ahead of your celebration. Each of you will take turns discussing what your role is and what your department will be doing. You will talk about what you need from the other departments.

What is your department assignment? _____

Are there other departments you could help/overlap job duties with?

Even in helping others, you should still be taking care of your department. Were there things that had to be done for the celebration that might take away from normal work tasks?



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