

**GUILFORD COUNTY SCHOOLS
VOLUNTEER OPPORTUNITY: GRASSROOTS PARENT COORDINATOR**

GENERAL STATEMENT OF VOLUNTEER ROLE

The Grassroots Parent Coordinator will work closely with the Guilford Parent Academy office, principal, parents, teachers, counselors, social workers and other school staff to determine parent training and information session topics, engagement activities and outreach opportunities.

The main goals for a Grassroots Parent Coordinator are to:

1. Communicate frequently with parents about ways they can support their child's learning at school, home and in the community.
2. Lead parent outreach activities and publicize training/information sessions and the availability of digital learning resources, volunteer opportunities, leadership opportunities, and other ways parents can support their child, their child's learning, and their child's school/the educational process.
3. Assist the principal and Guilford Parent Academy staff with identifying parent needs, interests, planning parent workshops, generating strong attendance at events and programs, and communicating with parents about resources and opportunities in a variety of ways, both at school and in the community.

The Role of the Grassroots Parent Coordinator

The role of the grassroots parent coordinator will be to work with GPA staff and school leadership to determine needed outreach based on the particular school community and engage in activities such as door-to-door awareness campaigns. Other roles performed may include, but is not limited to: leading school volunteer training; assisting GPA program directors at workshops; signing up parents at the school for free GPA online accounts (to access digital learning resources); sharing GPA information with parents and school staff; and working with GCS District Relations to share news at the school.

This volunteer role is necessary to extend GPA's reach into school communities and to help more families, especially those who may be disengaged, understand and take advantage of GPA opportunities

Grassroots Parent Outreach

Provide grassroots parent outreach support to schools by learning the school community and determining the best ways to reach parents. This can be done through:

- Parent workshops at community locations such as libraries, recreational centers, etc.
- One-on-one parent phone calls, visits, etc.
- Door-to-door community visits, presentations to community groups, discovering where parents are gathering and passing out fliers and information to them at those events, etc, etc.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be a parent, grandparent or guardian of a child currently in the school the parent coordinator will represent (cannot be a district employee)
- Must have a strong desire to support other parents and students
- Must be endorsed annually by the school principal
- Must be committed to partnership building with the school, families and the community
- Must have the ability to maintain confidentiality

- Must be a registered GCS Volunteer and pass a background check
- Must be able to attend a mandatory training session in fall of 2014 and monthly staff meetings with GPA office
- Must have strong interpersonal communication skills; strong written communication skills preferred

The Grassroots Parent Coordinator will:

- Demonstrate leadership skills and a willingness to seek out information
- Demonstrate effective verbal and non-verbal communication techniques to support positive collaborative interaction with parents and educators
- Demonstrate sensitivity to cultural differences of families and educators
- Demonstrate an understanding and use of conflict resolution skills, including creative problem-solving and partnership-building skills

The Guilford Parent Academy office will support Grassroots Parent Coordinators through:

- Grassroots Parent Coordinator training session and monthly meetings
- Parent Engagement Toolkit, which will contain monthly activities and ideas to help engage parents
- Mentoring through school site visits, meetings and conference calls.
- Grassroots Parent Coordinators will complete an outcomes-based activity sheet and submit it to the GPA office monthly in order to be eligible to receive up to \$150 in rewards each month.

MINIMUM TRAINING AND EXPERIENCE

High School diploma, GED or equivalent.

Experience with community outreach preferred.

Disclaimer:

Guilford County Schools encourages parents to volunteer as coordinators of the activities of the Guilford Parent Academy and provides some nominal incentive rewards for the activities performed by Grassroots parent coordinators. These rewards are not intended to represent compensation and by agreeing to perform these duties as a parent volunteer, parent volunteers understand that they are volunteering their time without expectation of compensation for these activities. The maximum reward for monthly activities is \$150.00, which will be paid to parent coordinators who earn 300 incentive points. The scale of rewards for points is as follows:

300 points per month: \$150.00

260 points per month: \$130.00

200 points per month: \$100.00

___ points per month (to a maximum of 300) ÷ 2 = Reward Amount (not to exceed \$150 each month).