

# Los Compadres Job Description: VP Campus Improvement

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03/24/15

## Position Summary

The VP of Campus Improvement is voting member of the Los Compadres board and is responsible for participating in board discussions and decisions. The VP of Communications is also responsible for ensuring the following tasks are completed:

- Setting the high-level goals and strategy for campus improvements at Longfellow
- Working with and supervising the managers described below.

## Managers Reporting to the VP of Campus Improvement

Managers are responsible for managing teams, tasks and projects under the direction of a board member. Manager volunteers are recruited by board members each year. Board members may volunteer themselves to any Manager position within their purview. Board members may also volunteer as a Manager for positions managed by other board members with their consent. Managers are not required to attend board meetings, but are expected to work closely with their supervising board member and may be asked to attend board meetings on occasion. Managers may work with any number of additional volunteers to accomplish their specified tasks.

The VP of Campus Improvement is responsible for recruiting and supervising the following Managers.

- Manager – Campus Flow
- Manager – Garden Club
- Manager – Modernization
- Manager – Campus Art
- Manager – Men’s Club

## Typical Tasks

- Participate in monthly PTO board meetings and monthly PTO general meetings
- Create a high-level campus improvement strategy for the year that outlines the major objectives, along with an action plan
- Work with the Treasurer and board to create a budget for campus improvement activities.
- Work with the Managers noted above
- Campus Clean-Ups
  - When: usually in August before school starts and in April around Earth Day
  - Ensure sign-in sheets and refreshments are provided and lead any pre-arranged tasks

## Characteristics

- Strong team leadership, task management and organizational skills
- Desire to serve the PTO, the school, and ultimately the students
- “In touch” with school activities and PTO business, or want to become in touch

## Time Commitment

- Summer: Strategy (~ 2-5 hours)
- Ongoing: PTO Board meetings (~ 3 hours a month), PTO general meetings (~ 2 hours a month), working with managers (~ 1-2 hours a month).

# Manager – Campus Flow

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## Summary

Manager – Campus Flow is responsible for managing the activities related the smooth flow of the campus.

## Typical Tasks

- Budget Management
  - Work within the approved budget
- Team
  - Create and work with a team to assist with the tasks below.
- Communication
  - Create a communication plan for all events (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the event.
- Cone Zone
  - Schedule volunteers (3 daily) to setup, run, and put away the cone zone.
- Lost and Found
  - Organize and keep the lost and found area neat
  - Donate items to charity (or towards a campus fundraising textile donation effort) when the lost and found is full

## Characteristics

- Strong organizational and team leadership skills.
- Desire to serve the PTO, the school, and ultimately the students

## Time Commitment

- Ongoing: ~ 1-6 hours a week, depending on what is delegated and what is handled directly by the Campus Flow Manager

# Manager – Garden Club

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## Summary

Manager – Garden Club is responsible for maintaining the garden club beds.

## Typical Tasks

- Budget Management
  - Work within the approved budget
- Team
  - Create and work with a team to assist with the tasks below.
- Communication
  - Create a communication plan for all events (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the event.
- Determine Campus Garden Priorities
  - Determine focus and strategy for Longfellow gardens. e.g. giant pumpkins and marigolds for Dia de los Muertos, edible gardens and butterfly gardens, etc.
  - All projects must be approved by the school administration
- Maintain Garden Club Owned Beds
  - Weed, plant and maintain garden beds.
  - Maintain irrigation system
- Modernization
  - Participate in the modernization committee

## Experience

- Experience with landscaping/gardening is preferred.

## Characteristics

- Strong organizational and team leadership skills.
- Love of gardening
- Desire to serve the PTO, the school, and ultimately the students

## Time Commitment

- Ongoing: modernization meetings (~ 1 hour a month), garden projects (~ 2-10 hours a month depending on projects)

# Manager – Modernization

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## Summary

Manager – Modernization is responsible for organizing monthly meetings with the district construction project team, and then distributing that information to the community.

## Typical Tasks

- Organize and communication with the Longfellow Modernization Committee (including Longfellow’s Principal and up to 5 Longfellow parents or teachers).
- Setup and participate in monthly modernization meetings with the district team
- Write up a monthly report to the community, get the report approved by the district team, and then distribute to the community.
- Receive project input from the Longfellow community.
- Work with the planning team to ensure Longfellow and PTO goals are met.

## Education/Experience

- Experience in construction and/or project management is preferred.

## Characteristics

- Strong written communication skills.
- Desire to serve the PTO, the school, and ultimately the students

## Time Commitment

- Monthly: Meetings with district team (~ 1 hour), project write-ups (~ 1 hour), input management (~ 1 hour)

# Manager – Campus Art

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## Summary

Manager – Campus Art is responsible for deciding on and leading campus art projects.

## Typical Tasks

- Budget Management - Work within the approved budget
- Team - Create and work with a team to assist with the tasks below.
- Communication
  - Create a communication plan for all events (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the event.
- Determine Campus Art Priorities
  - Determine strategy for permanent (or semi-permanent) indoor and outdoor art projects at Longfellow. e.g. outdoor sculptures using recycled materials, character trait murals or signs, wall art in the cafeteria area, etc.
  - All projects must be movable, not affected by the modernization project or semi-permanent if smaller in scale (e.g. painting something on a wall that may get painted over with the modernization project – may be okay to do as long as the cost/effort is low).
  - All projects must be approved by the school administration
- Organize Art Projects
  - Based on the strategy defined, organize art project teams and creative events
  - Direct student participation is preferred when feasible, but is not required
- Modernization - Provide input to the modernization committee

## Experience

- Direct artistic skills are preferred, or alternatively, the ability to recruit and select an artistic team to work on projects.

## Characteristics

- Organizational and team leadership skills
- Love of art
- Desire to serve the PTO, the school, and ultimately the students

## Time Commitment

- Ongoing: ~ 1-10 hours a month depending on projects selected

# Manager – Men’s Club

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## Summary

Manager – Men’s Club is responsible for managing Men’s Club meetings and events.

## Typical Tasks

- Budget Management
  - Work within the approved budget
- Team
  - Recruit Longfellow dads to participate in the Men’s Club.
- Communication
  - Create a communication plan for all events (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the event.
- Determine Campus Art Priorities
  - Establish goals and strategy for the Men’s Club.
- Organize Meetings and Activities
  - Setup and lead regular Men’s Club meetings (usually held in a restaurant or sports bar).
  - Organize Men’s Club events such as Movie Night, BBQ for the Day at the Bay event.
  - Ensure Men’s Club members are available to assist with campus projects as needed (giant pumpkins, event setup, etc.)

## Education/Experience

- Previous Men’s Club experience is preferred.

## Characteristics

- Strong communication and team building skills.
- Desire to serve the PTO, the school, and ultimately the students

## Time Commitment

- Monthly: ~1-5 hours