

# Los Compadres Job Description: VP Community Events

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03/25/15

## Position Summary

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

- Setting the high-level goals and strategy for community events at Longfellow;
- Overseeing (non fund-raiser) community events;
- Working with and supervising the managers described below.

## Managers Reporting to the VP of Community Events

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 Community Events is responsible for recruiting and supervising the following Managers.

- Manager – Dia de los Muertos
- Manager – Parent Events
- Manager – Teacher Events
- Manager – Family Events
- Manager – Running Club
- Manager – ASB Liaison

## Typical Tasks

- Participate in monthly PTO board meetings and monthly PTO general meetings
- Create a high-level community events strategy for the year that outlines the major objectives, along with an action plan
- Work with the Managers noted above
- Ensure that event forms are completed for all events as appropriate
- Kinder Orientation

- When: usually the week before school starts
- Where: cafeteria and tree area outside
- Why: orient new kinder parents
- What: work with the PTO board to ensure materials and tables are setup to educate parents. Also provide cookies and lemonade.

## Education/Experience

- Experience with event management preferred

## Characteristics

- Strong organizational skills
- Team leadership ability
- 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).
- Most of the work can be done on your own schedule —after the kids are in bed, during the day, after work, whatever suits you

# Manager – Dia de los Muertos

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## Summary

Manager – Dia de los Muertos is responsible for managing the Dia de los Muertos cultural event that usually takes place on campus the first week of November. This event is designed to be a fun, low cost event for the entire family.

## Typical Tasks

- Budget Management - Work within the approved event budget
- Team - Create and work with a team to assist with the tasks below.
- Forms - Ensure that event forms are completed as appropriate
- Activity Scheduling
  - Decide on and book entertainment, crafts for the kids, food, and merchants
- Volunteer Coordination
  - Schedule volunteers to assist with the event, including clean-up
- Dia de los Muertos T-Shirt
  - Work with the Merchandise Manager to create the event t-shirt
- Communication
  - Create a communication plan for the event (eAnnouncement messaging), and provide that plan to the Principal and VP Communications no later than 1 month prior to the event.
  - Create and print a schedule of events for the evening

## Education/Experience

- Experience with event management is preferred.

## Characteristics

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

## Time Commitment

- Sept-Day of the Event: Coordination of the above tasks (~ 1-5 hours a week)
- Day of Event: ~ 6-8 hours
- Most of the work can be done on your own schedule —after the kids are in bed, during the day, after work, whatever suits you

# Manager – Parent Events

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## Summary

Manager – Parent Events is responsible for organizing parent events.

## Typical Tasks

- Budget Management - Work within the approved event budget
- Team - Create and work with a team to assist with the tasks below.
- Forms - Ensure that event forms are completed for all events as appropriate
- Welcome Breakfast
  - When: right after the bell rings on the first day of school.
  - Where: cafeteria
  - Why: provides an opportunity for parents, especially kinder parents, to meet up after saying good-bye to their little ones
  - What: provide coffee, juice, pastries, along with a communication plan (eAnnouncement messaging) prior to the event.
- PTO Meetings
  - When: monthly
  - Where: school cafeteria
  - Why: general PTO meetings for updates, input, voting
  - What: organize food and refreshments are provided for each meeting (usually each grade takes a turn each month), ensure the upcoming PTO meeting sign is hung a week prior and ensure everything is cleaned up after the meetings.
- Coffee with the Principal
  - When: monthly, usually on a Friday right after school starts.
  - Where: teacher's lounge
  - Why: updates from the Principal, and input to the Principal
  - What: setup coffee and light pastries

## Characteristics

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

## Time Commitment

- Ongoing: ~ 2-10 hours a month, depending on how much work is done by the Parent Events Manager directly and how much is delegated to other volunteers.

# Manager – Teacher Events

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## Summary

Manager – Teacher Events is responsible for organizing teacher events.

## Typical Tasks

- Budget Management
  - Work within the approved event 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.
- Teacher Appreciation Week
  - When: beginning of May
  - Where: school and offsite location for luncheon
  - Why: show our teachers that we love them
  - What: work with the Room Parent Coordinator to schedule student appreciation activities during the week. Organize and setup the teacher appreciation luncheon.
- Teacher End of the Year Breakfast
  - When: day after the last day of school
  - Where: TBD
  - Why: gather input from teachers about how the year went and goals for next year
  - What: provide coffee, juice, breakfast.

## Characteristics

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

## Time Commitment

- March/April: ~ 2-10 hours a month, depending on how much work is done directly by the Teacher Events Manager and how much is delegated to volunteers.
- Requires ability to be on campus during school hours for the above events.

# Manager – Family Events

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## Summary

Manager – Family Events is responsible for organizing Longfellow family events.

## Typical Tasks

- Budget Management
  - Work within the approved event budget
- Team
  - Create and work with a team to assist with the tasks below.
- Forms - Ensure that event forms are completed for all events as appropriate
- 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.
- Welcome Back Bonfire
  - When: first or second week of school, in the evening.
  - Where: De Anza Cove
  - Why: fun, back to school event for the whole family
  - What: book the location with the city, organize grade level food contributions, organize games.
- Movie Night
  - When: varies, usually November
  - Where: campus blacktop
  - Why: fun, outdoor movie night for the family
  - What: support the Men’s Club as needed for coordination
- El Baile
  - When: February
  - Where: campus blacktop or cafeteria
  - Why: fun dance for the whole family
  - What: Decide on and book DJ, activities and food. Schedule volunteers for event management and clean-up.
- Day at the Bay
  - When: last day of school
  - Where: De Anza Cove

- Why: celebrate a great year
- What: book the location with the city, schedule buses, work with the Room Parent Coordinator to schedule grade appropriate activities during the event, work with the Men's Club for a BBQ.

### **Characteristics**

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

### **Time Commitment**

- Per Event: ~ 5-20 hours per event (except for Movie Night which is run by the Men's Club), depending on how much work is done directly by the Teacher Events Manager and how much is delegated to volunteers.

# Manager – Running Club

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## Summary

Manager – Running is responsible for organizing the Longfellow Running Club and related events.

## Typical Tasks

- Budget Management
  - Work within the Running Club 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.
- Running Club Setup & Management
  - Ensure students are setup in the running club system
  - Ensure volunteers are available for daily running club activities
  - Ensure rewards are purchased and delivered to students who meet milestones
- Running Club Awards Ceremony
  - When: June
  - Where: ??
  - Why: rewards exceptional runners
  - What: organize the event and associated rewards.

## Characteristics

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

## Time Commitment

- Daily: ~ 1 hour every morning (unless shared or delegated)
- Monthly: ~ 2-4 hours for rewards management (unless shared or delegated)
- End of Year: ~ 5-10 hours for Awards Ceremony preparation (unless shared or delegated)



# Manager – ASB Liaison

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## Summary

Manager – ASB Liaison is responsible for working with the ASB and organizing middle school events.

## Typical Tasks

- Budget Management - Work within the approved event budget
- Team - Create and work with a team to assist with the tasks below.
- Forms - Ensure that event forms are completed for all events as appropriate
- 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.
- Leadership
  - Work with the ASB to foster leadership opportunities.
- ASB Canned Food Drive
  - When: first week of December
  - Where: on campus
  - Why: collect canned food for families in need
  - What: work with the ASB to schedule and promote the event, and then get the cans delivered to a charitable organization.
- Skate Night Fundraiser
  - When: varies
  - Where: Linda Vista skating rink
  - Why: fun, skating event for the whole family, fund-raiser for the ASB
  - What: book the location with the city, organize grade level food contributions, organize games.
- Other Fundraisers
  - Work with ASB as needed to assist with fundraising activities that take place during campus events.
- Middle School Dance
  - When: TBD
  - Where: cafeteria
  - Why: fun dance for middle school students only
  - What: Work with the ASB to decide on and book DJ, activities and refreshments. Schedule volunteers for event management and clean-up.

- 8<sup>th</sup> Grade Grad Event
  - When: TBD
  - Where: TBD
  - Why: celebrate promotion of 8<sup>th</sup> graders to high school
  - What: Work with the ASB to decide on and coordinate event.

### **Characteristics**

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

### **Time Commitment**

- Ongoing: ~ 2-6 hours per month supporting the ASB students. Requires ability to be on campus during school hours for meetings with the ASB.
- Per Event: ~ 2-10 hours per event, depending on how much work is done directly by the ASB Liaison and how much is delegated to student & parent volunteers.