



Volunteer/staffing Model

Administrative

1. Lead volunteer manager
 - a. Oversees and manages volunteer program
 - b. Reports to Program Manager
 - c. Helps to recruit volunteers; primary lead to recruit school volunteer coordinators
 - d. Helps to train volunteers
 - e. Resolves disputes involving volunteers

2. Lead volunteer coordinator per school
 - a. Oversees and manages the volunteers for designated school
 - b. Recruits school volunteers
 - c. Trains school volunteers
 - d. Resolves disputes among school volunteers
 - e. Coordinates with school personnel
 - f. Works with school community partners; coordinates with main administrative community partner coordinator

3. Coordinator for community partners
 - a. Oversees and manages community partners
 - b. Recruits community partners
 - c. Meets with community partners as needed
 - d. Works to obtain discounts and giveaways

4. Coordinator for fund raising and grant management
 - a. Oversees and manages funding raising, submission of grants
 - b. Manages grants

5. Coordinator for marketing
 - a. Oversees and manages marketing efforts
 - b. Recruits schools
 - c. Responsible for the design of marketing materials
 - d. Responsible for the acquisition of marketing materials

6. Coordinator for the social media application, MySchoolVillage.org
 - a. Oversees and manages the application for participating schools
 - b. Coordinates with Gary Smith
 - c. Recruits, trains and manages the local administrator for each participating school

7. General program support volunteers
 - a. Answer phones, emails and posts on social media platform
 - b. Support volunteer coordinators as needed

General training for all administrative volunteers

- Review websites and program materials
- Take the Gibson Test of brain skills
- Become familiar with the online training programs
- Background check; register with schools/districts with whom we are working
- Understand protocols for managing volunteers

As funding resources permit, volunteer coordinators will receive stipends and cost reimbursements as appropriate.

Per school

Parent Ambassador

- One per class
- Must register with school/district as a volunteer and follow their rules
- Never allowed to be alone with a student; a parent or school personnel must be present at all times
- Matriculate with each grade
- As resources permit, stipend of \$50 per month provided
- Must be connected to the Internet
- Coordinate with Community Coach
- Help recruit and coordinate with community partners as appropriate
- Must become familiar with the appropriate training programs
- Try to identify and connect with each family in the class at least once. Preferably would establish working relationship with most parents.
- Respond to questions from parents, by phone, email and text and also through our social media platform.
- Set up and participate in parent groups meetings as appropriate

Recruiting

- Lead school volunteer coordinator is primarily responsible for recruiting Parent Ambassadors
- Will coordinate with school to identify candidates and make final selection

Training

- Basic familiarity with program materials
- Basic familiarity with online training programs
- General training on program rules and guidelines

Community Coach

- One per class, more as appropriate
- Must register with school/district as a volunteer and follow their rules

- Never allowed to be alone with a student; a parent or school personnel must be present at all times
- Matriculate with each grade
- Must be connected to the Internet
- Coordinate with Parent Ambassador
- Help recruit and coordinate with community partners as appropriate, and recruit other volunteers
- Must become familiar with the appropriate training programs
- Try to identify and connect with each family in the class at least once in coordination with the parent ambassador
- Respond to questions from parents
- Mentor families as appropriate
- Track student progress for assigned class. Interact with parents as needed to keep students on track.

Recruiting

- Lead school volunteer coordinator is primarily responsible for recruiting Community Coaches
- Will coordinate with Lead Volunteer Manager

Training

- Basic familiarity with program materials
- Basic familiarity with online training programs
- General training on program rules and guidelines