



New Parent Coordinator

Purpose: To connect new families with mentor/buddy families.

Prerequisite/Requirement: None

Job Responsibilities

- Coordinate Buddy families and provide them with job description and checklist of items to review with new family. Assign buddies to new members; coordinate with Ombuds as needed to do this. New families include our incoming Kinder families and 6th Grade families each fall and any additional families transferring into the program throughout the school year.
- Give list of buddies and new families who have completed and signed their checklist to the Recorder, so that both buddy family and new family can be awarded 2 hours each.
- Recruit Mentor/Buddy families; Send around a sign up at the May General Meeting for next year’s buddies.
- Coordinate first day school “Coffee Social” for all new and Buddy families (this includes shopping, set up MPR, clean up, introductions and answering questions).
- Send letters or emails over summer:
 1. For Meet and Greets
 2. New family (recently around 40 letters)
 3. Buddy families (about the same)

Financial Responsibility: None

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 35

Reports to: 6-8 Grade Reps

Term: June to June

Selection Process: Elected by General Membership

Candidates
