

# **SUMMIT FAMILY ASSOCIATION JOB DESCRIPTIONS**

## **SFA PLANNING TEAM OFFICERS**

### **CO-PRESIDENTS:**

Co-Presidents serve SFA, the school, and ultimately the students; serve as the primary contact to the Head of School and Principal and represent the SFA at meetings of other groups, specifically monthly SCS Board of Trustee meetings; consult the Head of School and Principal on issues of significant community interest; prepare for and lead the SFA executive board; oversee efforts of SFA officers and team leads; lead SFA meetings and any necessary executive committee meetings; retain all official records of the SFA; delegate tasks; manage the SFA calendar and develop meeting agendas; determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers; must approve all purchases and submit to school's Business Manager, equip team chairs to lead and organize their events and be available.

2-year minimum commitment required. One Co-President will roll-off and another Co-President will be elected each year.

### **SECRETARY/COMMUNICATIONS COORDINATOR:**

The Secretary takes minutes at SFA meetings, ensures they are an accurate record of what was discussed, and keeps up-to-date files of these records. The Secretary is also the Communications Coordinator and oversees all SFA communication material at SCS including content to be uploaded onto the website and the school's social media accounts by SCS staff member, weekly announcements in the Bear Express, blast emails, as well as formatting and sending flyers electronically to SCS. The Communications Coordinator works closely with office staff and team leads and will attend all SFA board meetings. This job lasts the full school year, starting with the week prior to the school's first day and ending the last week of classes. On average, it requires one to two hours per week.

### **TREASURER:**

The Treasurer is the custodian of the SFA's funds. The Business Manager at SCS, Marie Starkings, currently serves in this position. The SCS Business Manager receives all the organization's monies, pays all bills, and keeps an accurate record of receipts and expenditures.

## **SFA PLANNING TEAM LEADERSHIP**

### **VOLUNTEER COORDINATOR:**

The Volunteer Coordinator works with SFA Co-Presidents to prepare the volunteer survey. Physical surveys are distributed at our Back-to-School event and/or distributed to families electronically. Data is collected and compiled in an active database. Survey results are compiled by interest and lists are emailed to respective teachers/faculty members (ie: volunteers interested in serving the fine arts program will be contacted by music & art teachers when assistance is needed). Efforts to recruit volunteers and coordinate volunteer requests will continue throughout the year. Weekly hours vary depending on time of year.

### **HOMEROOM PARENT COORDINATOR:**

The Homeroom Parent Coordinator oversees the recruitment and management of homeroom parents K-12. The Homeroom Parent Coordinator is the initial liaison between the teachers and their class homeroom parent. The Coordinator oversees the distribution and compilation of the teachers' "Favorites" list, class money collections for teacher appreciation gifts, welcome letters, SummitFest signup information, and assist in Teacher Appreciation Week. The Homeroom Parent Coordinator corresponds with the Communications Coordinator and Co-Presidents throughout the year. August is the busiest time for this position preparing for Back-to-School event and recruiting homeroom parents for the year.

### **HOSPITALITY COORDINATOR:**

The Hospitality Coordinator oversees all hospitality events and volunteers responsible for welcoming new families and the continued care of existing SCS families, faculty, and staff. If a Summit family needs some TLC, we will walk alongside them. Often it is in the form of providing meals during a tragedy, surgery, or maybe birth of a baby. S/he will lead the hospitality team by providing friendly guidance for new Kindergarten families and attending Kindergarten-related events. The Hospitality Coordinator also attends Open House events, drives the Teacher/Staff Appreciation week in May and throughout the year, and creates and implements school social events throughout the year. Expect 1-2 hours per week.

### **CARLINE COORDINATOR:**

The Carline Coordinator recruits and staffs morning and afternoon carline with volunteer parents. Registration to open doors in carline is sent out during the beginning of the year and is updated quarterly or at the Coordinator's discretion. This Coordinator will manage the recruitment of volunteers throughout the year. Carline volunteers receive 1 hour of service per shift and are responsible to fill their shift in the case of an absence. This role is active the whole school year but is hands-on only when sign-ups are issued.

### **LUNCH BUNCH COORDINATOR:**

The Lunch Bunch Coordinator uses a pre-existing Google Form for pizza ordering. A deadline is set on the Google Form sent to parents school-wide; orders are not accepted after this deadline. This Google Form is linked to a Google Sheet that conveniently separates the orders by class. There are 8 slices to every pizza. Once the slices are tallied, determine the number of pizzas required for each day and submit this number via email to our contact at Slab Town Pizza. On pizza day, call Slab Town Pizza around 10am to confirm order and pay for pizzas using the credit card on file. The Head of School handles the PayPal invoices, and the money goes to cover pizza costs and the remainder is collected to fund field trips. A Sign-up Genius will need be created each year and will be emailed to existing Summit families to coordinate pizza pick up and delivery to the school. The frequency of orders (monthly, quarterly, etc.) is at the Coordinator's discretion. This is a new service, and this Coordinator will need to work with SCS leadership to determine frequency. Pizzas are picked up at 11:30 at Slab Town Pizza and delivered to the designated school zones at 11:40. Students and faculty are waiting with carts at the drop off location. Pizza orders are for K-5 on Tuesdays. Middle School and High School pizza orders are on Thursdays. Hours vary for this position and is active during the entire school year.

### **HISPANIC COMMUNITY LIAISON:**

The Hispanic Community Liaison works with SCS faculty and staff, SFA officers and coordinators, and is the primary contact to help Hispanic families feel connected, comfortable, and confident. This liaison serves as the translator for school communication (primarily the Bear Express), oversees and coordinates the Tamale Sale fundraiser, as well as co-leads with the Cinco de Mayo team in the coordination and implementation of the Cinco event. This individual will attend SFA leadership team meetings and will be instrumental in the coordination and inclusion of talents and resources held by our Hispanic families.

### **FINE ARTS LIAISON:**

The Fine Arts Liaison will contact Fine Arts teachers to assess needs at the beginning of each quarter. This representative will respond to these identified needs with appropriate volunteers and SFA support. Responsibilities may include securing volunteers, equipment, or chairs for music or theatrical events (i.e.: Summit's Got Talent); or assistance in setting up an Art Show featuring the work of SCS students. This individual will contribute to SFA Planning Team with Fine Arts needs in mind. The Fine Arts Liaison will work with the SFA Planning Team and will attend various meetings throughout the year.

### **MIDDLE SCHOOL LIAISON**

This individual is required to have a child in Middle School or beyond. The Middle School Liaison will contact Middle School teachers, Middle School Student Council, and the K-8 Principal to assess needs and identify his/her role as liaison. This individual will stay in contact with these faculty members throughout the year and respond to needs with appropriate volunteers and SFA support. The Middle School Liaison will contribute to SFA Planning Team with Middle School needs in mind.

**HIGH SCHOOL LIAISON:**

This individual is required to have a child in High School. The High School Liaison will contact High School teachers, High School Student Council, and the Upper School Principal to assess needs and identify his/her role as liaison. This individual will stay in contact with these faculty members throughout the year and respond to needs with appropriate volunteers and SFA support. The High School Liaison will contribute to SFA Planning Team with High School needs in mind.

**SUMMITFEST TEAM LEAD:**

The SummitFest Team Lead will coordinate with the school office and choose a date (typically September or October) for Summit's Fall Festival, called SummitFest. This is mostly a community social event, driven by the SFA, with minimal profits going toward SFA's account. This individual will assemble a team of volunteers and delegate the following tasks: ticket sales and invoice collection, advertising, food and concessions, logistics, volunteers, games, gift basket collection and raffle, inflatables, jack-o-lantern student competition, clean-up crew, etc. There is an existing and detailed to-do list that will be inherited by the next SummitFest Team Lead.

**CHRISTMAS PARADE LEAD:**

The Annual Cashiers Christmas Parade typically is held around the first week of December. It is a wonderful event for the whole family that last approximately an hour as it parades through downtown Cashiers from the Cornucopia restaurant to the Rec Center. Creative student, parent, and faculty volunteers are assembled to decorate a float that is pulled by a truck. SCS students usually dress up and wave on the float on the day of the event. This lead organizer will be busy the month of November through the event's conclusion.

**BEAR DASH FUN RUN AND 5K TEAM LEAD:**

The Bear Dash and 5k is an SFA-driven fundraiser that is new to Summit's event calendar with profits going to the Family Fund. The inaugural 2021 event was scheduled for the Spring but may have the freedom to move around in future calendars. This team lead will assemble a team to recruit student and families through the Bear Express, advertising, and social media accounts; order t-shirts and prizes, plan the logistics on school property and solidify a 5k route in town; staff volunteers to set-up and tear-down the event, and coordinate day-of volunteers and runners. This lead will work closely with a school representative to ensure proper communication and respond to the needs of all involved.

**SUMMIT'S GOT TALENT TEAM LEAD:**

The Summit's Got Talent Show takes place in March featuring the many talents of our students and faculty. The talent show sign-up goes out in February, about 4-5 weeks before the show date.

Participants are coached during practice sessions. The SGT team, headed by the Team Lead, oversees the marketing and promotion of the performance, secures the lighting and sound equipment, coordinates chair delivery and set up (typically a donation by a Summit family), choreographs the performer sequence and assists the evening's MCs (typically 8<sup>th</sup> graders) in their show content, brings pizza dinner for participants, oversees admission to the performance (typically \$5 audience member); and organizes a set up and tear down crew of volunteers, among other responsibilities. This position needs to be available during the months of February and March to properly execute this community event.