



**Job Description: Feeder Captain
Citizens 4 DC Schools**

General Description:

The Feeder Captain (FC) is the primary link between the Citizens for DC Schools Steering Committee and the school-based election team. The FC will be the recipient of information directly from the Steering Committee (emails, action items, etc.). The FC maintains a list of parent contacts (leads) for each school team and will share that information with parent team leads. The FC is a higher-level coordinator; keeping schools in the feeder on target with activities and helping school teams facilitate additional volunteers for activities.

Specific Duties:

1. Assist in volunteer recruitment for feeder schools
2. Maintain volunteer list for each school in feeder
3. Attend meetings (with other FC's) to obtain campaign information and materials
4. Serve as primary contact for school team leads
5. Communicate campaign tasks to parent leads
6. Field questions from volunteers and DC citizens
7. Attend yard-sign distribution, ensure feeder schools pick up signs
8. Using maps, create neighborhood walk routes
9. Assemble flyer packets for neighborhood walks
10. Assist schools in retail-area flyer distribution (Safeway, King Soopers, etc.)
11. Count and distribute postcards to feeder school parent leads
12. Work with school leads to mobilize volunteers for community events (concerts, sporting events, farmers markets, etc.)
13. Help organize/promote neighborhood events for C4DCS (house parties, HOA, coffees, etc.)
14. Distribute campaign materials as needed within feeder area (to BOE members, extra materials where needed, etc.)
15. (Optional) write letters to local media outlets (YourHub, HOA newsletters, school newsletters, etc.)

Time Commitment:

30-40 hours (more, if desired). Project complete November 4, 2008