



**Job Description: Parent Team Lead
Citizens 4 DC Schools**

General Description:

The Parent Team Lead (PTL) is the primary link between the Feeder Captain, the school-based election team, and its volunteers. The PTL will receive information directly from the Feeder Captain (emails, action items, etc.). The PTL maintains a contact list of volunteers for each school team and will share that information with volunteers. The PTL is a school-based coordinator; keeping their school and its team on target with activities and helping their school team organize events and activities, and facilitate additional volunteers for activities.

Specific Duties:

1. Assist in volunteer recruitment for school
2. Maintain volunteer list for school
3. Attend meetings (with team) to obtain campaign information and materials
4. Serve as primary contact for school team
5. Communicate campaign tasks to volunteers
6. Field questions from volunteers and DC citizens
7. Attend yard-sign distribution, ensure school team picks up signs
8. Take part and lead school-based activities like neighborhood walks
9. Assist Feeder Captain with assembly of flyer packets for neighborhood walks
10. Organize (with Feeder Captain's help) retail-area flyer distribution (Safeway, King Soopers, etc.)
11. Organize and distribute postcards to volunteers and contacts
12. Mobilize volunteers for community events (concerts, sporting events, farmers markets, etc.)
13. Organize/promote neighborhood events for C4DCS (house parties, HOA, coffees, etc.)
14. Distribute campaign materials as needed

Time Commitment:

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