



SPARK BOARD VP Site Lead

The Site Leads are primarily responsible for organizing and communicating relevant foundation related information to each of the three schools by:

- Working directly with Principal to support SPARK marketing efforts on campus and integrating SPARK messaging into communications with families through Principal, teachers and specialists.
- Developing agendas and attending status meetings with Principal
- Maintaining a site specific event calendar that identifies when SPARK presence or communications is appropriate
- Recruiting and overseeing SPARK Representatives and coordinate associated outreach requests. Educate Reps on SPARK goals and events to enable them to become advocates in their grade/classroom.
- Coordinating volunteers as needed to staff tables and other needs during SPARK-supported or affiliated events/programs

The Site Leads are also active participants in the Executive Team which is responsible for:

- Working with the Executive Director to develop and approve the annual budget commitment to the Larkspur-Corte Madera School District
- Working with the Executive Director and Treasurer to develop SPARK operating budget and financial strategy
- Annual review of Executive Director contract

Responsibilities also include:

- Being a continuous SPARK advocate and resource for members of the community
- Attend monthly Board meetings and provide updates on school events that relate to SPARK programs
- Supporting the Foundation by attending and/or volunteering at various SPARK event, such as Golf Tournament, Spring Spotlight, on-campus events

This is a 2-year position.