



## **SPARK Class Rep Job Description**

SPARK Class Reps are primarily responsible for providing a personal connection between SPARK and our parent community.

### *Primary responsibilities include:*

- Being the face of SPARK for your classroom by serving as a liaison between the Foundation and the parents in your classroom and/or grade level
- Sending information and emails from SPARK regarding Annual Giving campaigns, upcoming events and volunteering needs
- Encouraging participation through financial donations, volunteer opportunities and attendance at events
- Attending informational meetings with Site Leads (2-3 times year)
- Supporting SPARK efforts on campus and at events (encouraged, not required)

### *Responsibilities also include:*

- Being a continuous SPARK advocate and resource for members of the community
- Supporting the Foundation by attending and/or volunteering at various SPARK activities, such as Annual Giving, Participation Challenge events, Fun Run, Online Auction and Spring Spotlight (encouraged, not required)
- Attending monthly SPARK meetings (encouraged, not required)