



SPARK Site Lead (2024-2025)

The Site Leads are primarily responsible for organizing and communicating relevant SPARK related information to their schools site by:

- Working directly with the Principal to support SPARK marketing efforts on campus and disseminating SPARK messaging to families through the Principal, teachers and specialists
- Developing agendas and organizing/attending status meetings with Principal
- Building and maintaining relationships with the SPARK-funded teachers and staff including setting up meetings to check in periodically
- Maintaining a site specific event calendar that identifies when SPARK presence or communications is appropriate
- Recruiting and overseeing SPARK Classroom or Grade Level Representatives and coordinating associated outreach requests, including education for Reps on SPARK goals and events to enable them to become advocates in their grade/classroom.
- Coordinating volunteers as needed to staff tables during SPARK-supported or affiliated events/programs
- Building and maintaining relationships with the PTO/A and attending monthly PTO/A meetings and providing SPARK updates

Responsibilities also include:

- Being a continuous SPARK advocate and resource for members of the community
- Attending monthly SPARK meetings and providing updates on school events that relate to SPARK programs
- Supporting the Foundation by attending and/or volunteering at various SPARK events, mainly the Fun Run/Drive In, Annual Giving Campaign, Spring Online Auction and Gala and other on-campus events.

This is a (minimum) 2-year position.