

**Pilot Program
CBES Family & Community Liaison**

Request For Application

With joint funding and strategic partnership from the CBCS PTA and the CB Rotary Club, the Crested Butte Community School (CBCS) is launching a pilot program for the Family & Community Liaison at the Crested Butte Elementary School (CBES).

This is a part-time, short-term contracted position that will provide immediate assistance to the school while also assessing the long-term potential of a more expanded role in the years to come.

BACKGROUND

Historically and gratefully, the Crested Butte Community School has benefitted from highly engaged families, a strong PTA, and a supportive community. But there is more potential to better support families, manage volunteers, and leverage community partnerships. When an investment is made to deepen these supportive structures to the school, we will see a multiplier effect. By piloting this new position at the school, we anticipate that having a staff member dedicated to fostering family and community connections will exponentially affect the level of engagement, resources, and support to the school, and ultimately, to each students' potential to thrive.

PROJECT OVERVIEW

Like the PTA, the CB Rotary is an organization that values community and business connectedness, volunteer services, and youth education. These two 501c3 nonprofit organizations– the CBCS PTA and CB Rotary– have pooled funding to launch a 6-month (Phase 1) pilot program from Jan 2023-June 2023 to develop and test what could eventually become a permanent staff position at CBCS, the Family & Community Liaison. The intention, if Phase 1 is successful, is to continue this charitable funding for an additional 12-month pilot program (Phase 2) in the 2023-2024 school year, which would include expanding to the secondary school and adding more functions to the role, overall.

By the end of the 18-months, the program would be well-defined, the outcomes and benefits clearly identified, and a sustainable path forward outlined. The pilot program also includes grant research and identifying a long-term sustainable funding model. Ultimately, if successful and viable, this position could be replicated across other GWSD schools.

PROJECT GOALS

- **DIRECT SUPPORT:** Provide staffing support to CBES primarily related to Family Engagement, Volunteer Management, and Communications;
- **PROGRAM DEVELOPMENT:** Assess and report on the long-term potential of the program by conducting a needs assessment, researching other models, interviewing stakeholders, and exploring funding opportunities.

PROJECT SCOPE OF WORK

- Estimated 15-20 hours per week with approximately **70% in direct support** to CBES (as directed by the principal) and **30% in program development**;
- Availability from January 2023 thru June 2023 required; option to continue through June 2024 preferred (if Phase 2 moves forward);
- Weekly meetings with CBES Principal and PTA President, plus other stakeholders meetings as identified;
- Monthly progress reports to the task force (represented by CBES, PTA, Rotary); plus a comprehensive report in June 2023 as to whether and how to move forward to Phase 2

Roles and Responsibilities may include:

- Act as a conduit between school, families and stakeholders;
- Collaborate with PTA representative on volunteer coordination, communication and promotion;
- Collaborate with Administrative Team at CBES;
- Develop and manage social media presence, website updates, and other content (such as stories, photos, videos);
- Conduct a needs assessment for best communication and connections with families;
- Facilitate parent/family workshops/classes (GCSAPP, Family Services, etc)
- Provide resources for parents to help educate and raise awareness of topics that impact students' success in school: mental health and wellbeing, academic progress, social/friendship skills;
- Liaise with Enrichment Program to support business sponsorships and fundraisers, as well as fundraising alignment with PTA;
- Research grant funding and other funding resources to support such a position going forward;
- Build connections/relationships with community programs and stakeholders.

Qualifications:

As this will be a new function for the school, this person will be involved in developing and implementing an overall plan for family outreach, communication and promotion of school/family connections and engagement. Below is a description of what qualifications we are looking for and possible roles and responsibilities this person could have.

- Good communication and organizational skills
- Well versed in website and social media management
- Self-directed, collaborative and solution-oriented
- Positive and professional demeanor
- Demonstrated ability to form relationships and connections across the community
- Experience in volunteer management and fundraising preferred
- Experience in the education field and program development preferred

Compensation

This is a temporary, part-time, contracted position and does not include benefits. Project budget is a maximum of \$15,000 for 6 months with an estimated 15-20 hours per week; Hourly rate will be based on applicant's experience and availability.

Work Site Location

A portion of this work may be done remotely but will require onsite work at the Crested Butte Community School on a weekly basis. The particular schedule will be agreed upon by the applicant during the interview process.

Application Process

Please submit a resume and cover letter to Sally Hensley, cc: Margaux Helvey (contact below). Qualifying applicants will be contacted to schedule an interview and discuss the project in more detail. This is a 6-month, contracted position, and the engagement is anticipated to begin in January 2023.

If you are interested in this opportunity or would like more information, please contact:

Sally Hensley

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Margaux Helvey

President, CBCS PTA

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