

Iridescent Parent Leader's Mission

The Parent Leader's (PL) role is to recruit and retain families of local schools who participate in Iridescent's Family Science program. They coordinate the operations of the Family Science courses at three to four school sites, ensuring that each session has a welcoming environment, addresses participants' needs, and meets program goals. Parent leaders collaborate with volunteers, school staff, and the Iridescent staff to run the Family Science sessions.

Outcomes of the Parent Leader's Role

1. Strategy and Implementation
 - Given the goals and mission of the Iridescent Family Science program, work with Iridescent staff to ensure that the program is achieving its outcomes and meeting the expectations of the families attending the sessions.
2. School Relationships
 - Collaborate with each school's Iridescent contacts (Parent Coordinator, teachers, administrators) to advertise and recruit families for the Family Science series
 - Develop a recruitment strategy for each school by working with the school staff
 - Coordinate facility needs (furniture arrangement, instructional equipment) with the appropriate site staff (if course held off-site)
3. Participant retention
 - Recruit families to attend the family science series with a goal of 75 participants at each family science night and a 90% attendance rate at each school.
 - Remind participating parents with weekly email and phone reminders, distribute photos from previous sessions, give previews of upcoming sessions
4. Family Science Operations
 - Create a warm, welcoming environment and facilitate the sign in and attendance recording process
 - Manage translation: if volunteer translator present, coordinate with volunteer translator; if volunteer translator not present, prepare with instructors to prepare translation and co-teach Family Science lesson in Spanish
 - Arrange the food area, coordinate food ordering and delivery
 - Support the instructors with the distribution of supplies
 - Support the instructors and school staff with the set up, clean up, and room arrangement at the end of each session
5. Reporting and Feedback
 - Collect accurate attendance data at each family science session
 - Collect written feedback on evaluation forms and conduct phone surveys with families
 - Compile the data and feedback on google spreadsheet weekly
6. Support Other Iridescent Programs as needed
 - Assist with recruiting of other Iridescent programs (if needed)



- Assist in running other Iridescent programs (if needed)

Minimum Skills Required

- A high school diploma
- Previous experience in any of these areas: event planning, leading a team, school-site councils
- Basic English writing and speaking skills
- Comfortable with computer skills: typing, data entry, using Internet applications

Required Strengths

- Curiosity: Asks questions and search for solutions
- Flexible: Adapt to new situations and environments easily
- Innovative: Generates new ideas and suggests improvements
- Courageous: Not afraid to admit mistakes or inexperience and eager to learn

Compensation

- DOE (depends on experience)
- Range: \$15-\$17 per hour

Position

- Part time
- Opportunity for growth/promotion
- Open until filled
- Must be available for the 5-week Family Science season (3/26 – 4/28) in the evenings and Saturdays

To Apply:

Send resume & cover letter to:

IridescentNYC@IridescentLearning.org