

## POSITION OVERVIEW

Irvine Public Schools Foundation believes that our community must work together to ensure that our children receive the highest quality education. We strive to bring together parents, teachers, corporations, and community members for the common goal of preserving the excellence of the schools within the Irvine Unified School District. IPSF's Ambassador Program is a critical part of our partnership strategy. IPSF Ambassadors are a link between their school/organizations and IPSF, helping to share IPSF's mission with their members, keeping their members informed of IPSF initiatives and programs, and representing the ideas and interests of their groups to IPSF. By working together, we can provide a firm foundation for the future of all IUSD students and the continued success of our community.

## ESSENTIAL FUNCTIONS OF IPSF AMBASSADORS

While Ambassadors provide support to IPSF in a variety of ways, the two primary areas of responsibility are to distribute information to their school/organization, and to provide community input to IPSF on behalf of their organizations.

## DISTRIBUTE INFORMATION

IPSF Ambassadors relay information about IPSF programs, events, and initiatives to their constituent groups through a variety of methods. Ambassadors will be expected to:

- Share IPSF information with your school/organization. IPSF will provide periodic *Ambassador Alert* emails to provide the latest IPSF updates in multiple formats. This should be posted to your school/PTA/organization website and sent out via your site specific channels (email, newsletter, etc). **School Site Ambassadors: Work with the PTA and Principal to determine how this information will be shared with your community.**
- Provide regular reports at PTA/organization meetings about IPSF upcoming events.
- Work with your school/PTA/organization to include IPSF on websites and social media.
- Serve as a resource to your community, answering questions and represent IPSF in a positive manner.
- Share IPSF volunteer opportunities, events, and fundraising initiatives.
- Collaborate with IPSF ACE coordinator (if applicable) to ensure that ACE classes are promoted and well represented at your school.

## **IPSF AMBASSADOR JOB DESCRIPTION 2018-19 (cont.)**

### **COMMUNITY INPUT**

IPSF relies on Ambassadors to provide us to serve as our eyes and ears in the community and provide valuable input from the community. Ambassadors are asked to:

- Provide feedback on proposed IPSF initiatives or materials to help refine our message and provide value to the community.
- Share community response to IPSF initiatives.
- Provide photos and/or updates on IPSF impact in your school to be shared on social media.
- Monitor IPSF signage/banners at school site and let us know if they need replacement.
- Raise any concerns on behalf of your school/organization about matters regarding education or schools in which IPSF may have a role.
- Identify potential opportunities for IPSF community involvement or development activities.

### **TIME COMMITMENT**

IPSF asks Ambassadors to be a representative of IPSF whether you are at school, on the soccer fields, or at a birthday party. Your presence in the community is the key to our success. We value your time and limit the obligations for the position to the following:

- Serve a one-year term, from July through June, to coincide with the IUSD calendar year.
- Ambassador attends two (2) meetings per year (typically, October and February)
- Receive and coordinate monthly email communication from IPSF.
- Run an IPSF booth at a minimum of 2-3 school events per year.
- Attendance at IPSF events as a volunteer or participant is encouraged (not required).

**For any questions regarding the IPSF Ambassador Program, please contact Kellie Pendergest at (949) 265-6405 or [KPendergest@ipsf.net](mailto:KPendergest@ipsf.net)**