

GRADE LEVEL ENRICHMENT

2 Co-chairs

Commitment: 2 years

- Work directly with grade level class-coordinators (teachers) to secure field-trip venues, theatre tickets or coordinate visits from outside organizations for in-school presentations.
- Act as liaison between desired field trip or enrichment program and Ox Ridge. Requires calling and securing dates, tickets and payment coordination.
- Manage, update and monitor class-room budgets via shared Google doc
- Process paperwork and check payment coordination through front office via Mary Lay and Luke Forshaw.
- Handle light correspondence between school coordinators and PTO Board

Time Commitment: Year-round, but busiest enrichment /field trip coordination is between September/October and possibly again in early Spring when field trips take place.

Skill Set: Comfortable being proactive with outside venues via phone or email. Able to act quickly to guarantee ticket or venue activity. Popular theatre performances and enrichment programs get booked early! Good follow through skills.