



## Team Member Job Descriptions

### School Administrator

*Suggestion: A full time staff member or board member, preferably your school principal.*

1. Complete the PFE Grant Application.
2. Identify committed PFE team members and be familiar with job descriptions for each.
3. Facilitate effective communication among team members.
4. Share the story of PFE in your local communities and churches.
5. Complete yearly "Review and Analysis."
6. Participate in any site visits done by PFE office.

### Coordinator

*Suggestion: A parent volunteer, school secretary, teacher's aide, board member, etc. Someone who can commit time and is passionate about your program.*

1. Manage PFE student selection process.
2. Provide an orientation for students and parents before students start their visits for the year.
3. Partner with Mentor Liaison to oversee that students are matched with mentors to ensure compatibility, a nurturing environment, and compliance with program guidelines.
4. Provide support to students, parents, and mentors as needed.
5. Review visit reflections weekly.
6. Approve monthly scholarship totals.
7. Coordinate site visits with PFE administration as needed.
8. Ensure any program surveys are completed.
9. Encourage building of student-mentor relationships until they become like family.

### Mentor Liaison

*Suggestion: A pastor or visiting elder (someone who enjoys visiting with people) from a constituent church, the Coordinator, or a parent volunteer.*

1. Meet with each mentor and provide an introduction/orientation to the program before visits start for the year, making sure the mentor understands the program and its' expectations.
2. Ensure that each mentor's needs are being met and that the match is effective by checking in with each mentor once per month.
3. Partner with Coordinator to oversee students are matched with mentors to ensure compatibility and a nurturing environment, as well as compliance with policies and guidelines.
4. Communicate with coordinator if any match concerns arise from monthly check-ins.
5. Write a personal note of thanks from the mentor liaison to the mentors at the end of the school year.

## Treasurer

*Suggestion: School treasurer or business manager. Whoever manages your students' tuition accounts.*

1. Keep track of the 30% fundraising to report monthly to the PFE office.
2. Review monthly visits and apply funding to students' tuition accounts.
3. Include on students' tuition statements a notation that the scholarship funds are provided by the "PFE Grant Program."

## Fundraiser

*Suggestion: A board member, the School Administrator, or an individual from your school's development office.*

1. Create a plan before the school year begins to fundraise 30% of scholarship.
2. Secure donations for school's portion (30%) of student scholarship.
3. Acknowledge your local donors.