



CENTENNIAL MIDDLE SCHOOL
PARENT SUPPORT ORGANIZATION
We Help Grow Kids

Sponsor Program Coordinator



Essential Duties

- Build an ad hoc committee of volunteers sufficient to contact local businesses for support.
- Recommend any needed adjustments to the Sponsor Program materials
 - Levels/amounts
 - Sponsor benefits
 - Sponsor titles
- Solicit support of local businesses with available materials.
- Maintain communication with Executive Board with regards to progress and interest.
- Use established sponsor letter to approach local businesses in order to communicate program information and solicit support.
- Coordinate with Executive Board for signed agreements and submitted donations.
- Provide progress updates to CMS PSO Executive Board at monthly Board meetings.
- Complete a Program Coordinator Feedback form within one week meeting goals or end of school year.



Average Hours

- Up to 3 hours per week depending on number of volunteers and level of organization.
- Provide progress updates to CMS PSO Executive Board at monthly Board meetings which are held directly before membership meetings each month.



Time Span

- This role is a commitment that coincides with the school year or until goals are met.