

## **HEAR Fellowship Director**

**Job Purpose:** Provide Student and Parents Functions

Key Responsibilities:

- Ensure that all programs stay within the guidelines of the HEAR Statement of Purpose & Belief
- Serve on the Board of Directors and attend board meetings and functions when possible
- Assist in recruiting members for Board and coordinator positions
- Keep HEAR leaders and Board informed of matters concerning this position and subordinate positions
- Work with coordinator positions assigned to Program Director in order to:
  - Assist coordinators
  - Provide guidelines with position guidelines
  - Communicate regularly to ensure tasks are being completed and annual goals are met
  - Assist in setting dates and scheduling location for events
- Provide up-to-date information about Coordinators and the programs offered to website administrator to be posted on HEAR website.

## **Subordinate Positions**

Required: The tasks assigned to the following coordinator positions must be completed. If the Communication Director is unable to fill these positions, then the Communication Director will assume the responsibilities that follow under the coordinator position.

N/A

Optional: The tasks assigned to the following coordinator positions are optional activities for HEAR members. If there is no interest or low participation for the following, unfilled coordinator positions will be considered inactive and therefore the duties will not be fulfilled.

Park Day Coordinator

Mom's Outreach Coordinator

Father's Outreach Coordinator

Parents with Special Needs Children Coordinator

### **Park Day Coordinator**

Reports to: Fellowship Director

- Schedule the day, time and place for group activities at locations such as (but not limited to) Huck Sansbury Park, Youth for Christ, Olive Hill Park, Library Park
- Provide information regarding program to HEAR Website Administrator prior to event for posting on HEAR website
- Post reminders on group forums to remind members of meetings
- Suggest to Fellowship Director changes due to participation trends (if additional outings should be scheduled by age group, changes in day of week, time, location, frequency....)
- Submit photos of outings to HEAR Website Administrator
- Keep HEAR Leaders and Fellowship Director informed of progress
- Upon request, provide information and/or attend Board meetings or planning meetings

### **Mom's Outreach Coordinator**

Reports to: Fellowship Director

- Organize or seek a volunteers to plan various outings for mothers including coordinating time, place and dates (examples: Mom's Night Out (MNO), Mom's Morning Out (MMO), Mother's Tea...)
- Provide information regarding program to HEAR Website Administrator prior to event for posting on HEAR website
- Post reminders on group forums to remind members of events
- Keep HEAR Leaders and Fellowship Director informed of events
- Upon request, provide information and/or attend Board meetings or planning meetings
- Submit photos of outings to HEAR Website Administrator

### **Father's Outreach Coordinator**

Reports to: Fellowship Director

- Organize or seek a volunteers to plan various outings for fathers including coordinating time, place and dates (examples: Father's Night Out (MNO), Mom's Morning Out (MMO), Father Daughter Dance, Fishing Outing...)
- Provide information regarding program to HEAR Website Administrator prior to event for posting on HEAR website
- Post reminders on group forums to remind members of events
- Keep HEAR Leaders and Fellowship Director informed of events
- Upon request, provide information and/or attend Board meetings or planning meetings
- Submit photos of outings to HEAR Website Administrator

## **Parents with Special Needs Children Coordinator**

Reports to: Fellowship Director

- Educate Board of Directors and Members of ways to support and make accommodations at functions for children with special needs.
- Suggest reading, sites and speakers to Board and members to keep all educated and informed
- Be available to the homeschooling community to provide support and encouragement regarding the needs of parents and children
- Provide information regarding program to HEAR Website Administrator prior to event for posting on HEAR website
- Post reminders on group forums to remind members of scheduled events
- Keep HEAR Leaders and Fellowship Director informed of scheduled events
- Upon request, provide information and/or attend Board meetings or planning meetings
- Submit photos of outings to HEAR Website Administrator