



School Liaison Role

The following list of School Liaison roles and expectations is purely for guidance when working as a School Liaison. These expectations are meant to ensure that the GBJCL program is running smoothly in each school. Each school is unique, and therefore this is not a one-size-fits-all list of expectations. We hope this is helpful to guide you as a School Liaison. If you ever run into questions regarding your role as a School Liaison, please do not hesitate to reach out to Becca Shimshak, Director of GBJCL.

Program Goals

- **Relationship Building:** GBJCL strives to build relationships between tutors, students and school staff to impact the lives of those in need outside of the Jewish community.
- **Community Engagement:** GBJCL works towards engaging and sustaining volunteers through social gatherings and individual support for volunteers.

Key Components of School Liaison Role

- Communicate with Team Leader regularly
 - Inform Team Leader of any days off or any special events at the school that would affect tutor's abilities to come to their regularly scheduled hours
 - Discuss ways to strengthen relationships between school and volunteers
 - Coordinate any receiving of book donations
 - Recommend teachers who are the best partners for volunteers
- Communicate with teachers and school staff regarding the GBJCL program
- Assist with coordination of end of year closing party for all volunteers and students

Who should you select at your school to fill this role?

- Someone with a passion for literacy and volunteerism
- Someone who has the capacity to coordinate logistics of this program
- Someone whose role at the school enables them to be accessible to tutors throughout the year in person and via email