

## Rolling Drop Off Coordinator

The rolling drop off system on Lincoln street set up by Sandra Larkin last year made a huge difference in keeping the area on Lincoln street safe for our kids and in making morning drop off smooth for harried parents. In order to keep the system running this year we need your help! We need someone to coordinate parent volunteers for morning drop off duty. The system is already set up with classroom parents rotating through rolling drop off duty throughout the year. The parent coordinator needs to remind the teachers and room parents to send out the sign-up genius and make sure parents are signing up to help. It is a simple job that makes a huge difference for the safety of our community.

If interested, please contact Heather Gilbert at [hmgilbert6@gmail.com](mailto:hmgilbert6@gmail.com)

### Main Responsibilities:

- Create and distribute a class-host schedule for the year
- Create and maintain a sign-up genius site for scheduling volunteers
- Advertise in Thursday News, BAM announcements, Back To School Night, etc to get volunteers
- Contact teachers and room parents prior to their week to solicit volunteers from their classrooms
- Maintain supply box in cafeteria
- Create a system for the afternoon pick up