

## OVERVIEW

Parent Managers play a critical role in communication between parents and AYSP staff. They are the primary support to Conductors, allowing them to focus on their role as music educator at each AYSP function. Two to four Parent Managers share duties for an ensemble.

## PARENT MANAGER DUTIES

### Rehearsal Support

- Be present 20 minutes before and during each rehearsal
- Check in with Conductor(s) 15 minutes prior to rehearsal for rehearsal needs/instructions
- Other duties as needed to support Conductor, AYSP Staff, and students (see below)
- Coordinate schedule of duties with Co-Parent Manager(s)

### Communication

- Serve as a positive representative of AYSP and resource for information to other parents
- Make important Program announcements at rehearsals as needed
- All notes, reminders, announcements (paper or email) must be sent to students through the AYSP office

### Attendance

- Gather absence reports from conductor
- Take attendance, record absences, and make calls, if needed
- Maintain ensemble attendance binder and inform Conductor(s) when a student reaches max number of absences

### Performances/Events

- Arrive 45 minutes early to dress rehearsals and concerts to direct students and assist Conductor(s)
- Serve as a chaperone for all individual ensemble events (school tours, outreach concerts, social events)

### Other

- Oversee distribution and collection of items at rehearsals, such as required forms, uniforms, t-shirts, raffle tickets, Read and Heeds, etc.
- Contact parent volunteers for help on select activities
- Attend Parent Manager orientation on **Monday, July 31, 2017 @ 6pm**
- Attend quarterly Parent Council meetings from 6:00pm – 7:30pm on:  
**09/07/17, 10/26/17, 02/01/18, 04/12/18**
- Parent Managers are active in trusted positions working with youth, and as such, are screened and background checked