

Key Point Person Description (KPP)

Position Title: Key Point Person (KPP)

Location: Roots of Empathy Community

Key Responsibilities

The Roots of Empathy Key Point Person (KPP) is the local coordinator of the Roots of Empathy program, and is the key contact person working directly with the Provincial Staff (Provincial Manager, Office Staff, Provincial Coordinator or Regional Coordinator) local community partners, and with School Board Representatives, Mentors and Instructors. The KPP coordinate's the annual program start-up and implementation, recruits new Instructors and supports them throughout the training process, oversees regular program maintenance, and coordinates year end wrap up activities.

Duties tend to be seasonal and depending on the number of programs in the community, time requirements are approximately 5 -15 hours per month.

Annual Program Start-Up

Makes information about Roots of Empathy available to interested School Board Staff, Principals and Teachers

Liaises with community partners and School Boards to recruit Instructors, identify potential schools and increase the number of programs being offered

Forwards funding proposals to Provincial Staff, if required

Communicates program projection figures to Provincial Staff, completes start up and program change paperwork

Registers Instructors requesting to return to instructing after a leave of absence

Orders & distributes program start-up materials to Instructors

Assists the Principals/schools in finding families, if needed

Finalizes Instructor-classroom pairings, if not already matched

Liaises with Instructors to ensure they complete necessary start up forms (PLF, CIF, PCR)

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Training

Consults with Provincial Staff to determine training numbers and locations

Recruits new Instructors and registers applicants via an online application link

Communicates and confirms with School Principals the commitment and that applicant/s have been approved to attend all required days of training, and discusses when prep and delivery of the program will happen

Liaises with Provincial Staff to discuss training materials

A KPP may host a training event in their area (3 days in the fall; 1 day in early spring); coordinate logistics and work with the Provincial Staff to ensure all communities are informed. Preparation includes:

- set training date
- secure venue
- order lunches and refreshments and submit paperwork
- managing ordered Instructional Materials
- recruit a local family for Family Visit demonstrations
- attend trainings when possible
- organize Curriculum and Learning Materials and complete paperwork
- Send training suitcase back to International office after training is completed
- Make name tags
- Refer to training guidelines document

Program Maintenance

Administers and supports the Roots of Empathy program throughout the school year

Maintains regular contact with Instructors, Mentors, Community Partners/School Boards and Provincial Staff

Distributes Roots of Empathy communications to appropriate audiences

Informs Provincial Staff of major concerns and issues as they arise

Works with the Communication Department at the International Office to promote public awareness of the Roots of Empathy program at community events and when dealing with electronic or print media

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Co-presents information sessions to community, School Boards, Teachers and Principals, with Mentor/Provincial Staff (optional)

Sends out emails to Instructors as requested by Provincial staff

Year End

If possible, plans and hosts a Baby Celebration event to thank participants and raise awareness of the program

Reminds Instructors to open the note on their Instructor dashboard re wrap up feedback and certificates, distribute, collect and submit student feedback forms to International Office. To provide the online link to the volunteer parent and classroom teacher and complete his or her own feedback for each program delivered.

Collects Roots of Empathy materials from non-returning Instructors

Verifies materials/kits are complete; recycles materials to new Instructors when possible