

TROTTIBUS ORGANIZING COMMITTEE ROLES



Roles



Tasks



Names and contact info

I'm a good leader and I'm well organized.

Coordinator

- Liaising between the school and committee
- Hosting organizing committee meetings
- Respecting the timetable
- Ordering materials
- Organizing volunteer training
- Managing the website



I'm good at human resources management.

Route coordinator

- Developing and mapping routes
- Communicating with the parents of children registered for the Trottibus Walking School Bus and volunteers
- Planning and managing volunteers' schedule
- Preparing welcome kits for participating children



I'm skilled at media tools.

Communications coordinator

- Starting registration
- Making the project known locally
- Communicating volunteer needs
- Organizing the official launch of the Trottibus Walking School Bus



I'm comfortable speaking in public.

Promotional activity coordinator

- Hosting class visits
- Holding information stands at daycare centres and other places
- Planning recognition activities for children and volunteers

