

## ILLINOIS HEAD START ASSOCIATION IS LOOKING FOR PARENT AMBASSADORS



### APPLY NOW FOR:

### PARENT AMBASSADOR POSITION

Talk with your Head Start or Early Head Start Director.

Applications must be received by **March 3, 2023**.

Answer the application questions and include a letter of support from your Director. Email them both to Mitch Wood at [mwood@ilheadstart.org](mailto:mwood@ilheadstart.org)

**Questions?** Please contact: Kyle Hubert, your Parent Ambassador Manager at [khubert@ilheadstart.org](mailto:khubert@ilheadstart.org)

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**PROGRAM OVERVIEW** - The Parent Ambassador Program is a peer to peer training program for Head Start and Early Head Start Parents. Parent Ambassadors will go through an extensive year-long high quality, advocacy training program.

Parents will be expected to learn the basics of government, about specific pieces of legislation, how to contact their lawmakers, how to provide effective testimony, and how to effectively engage parents in their community.

After trainings, Ambassadors will be expected to take what they have learned and educate, train and mobilize parents back at their local programs and in their communities. Ambassadors will be expected to provide grassroots trainings at Parent Policy Council meetings in their area and to teach parents about pending legislation. They will provide frequent updates to parents in their local programs about legislative issues directly affecting their families and strategic opportunities to weigh in with federal elected officials. Ambassadors will also serve as lead organizers for IHSA advocacy campaign activities. Each selected Parent Ambassador will have a Parent Ambassador Program Manager. This manager will be someone who provides ongoing support and regular communication with their assigned Parent Ambassador.

**Position Description** - We are looking for parents who can serve for a full year-term, who want to advocate for their children & communities, expand their own resume, gain a deeper understanding of state / federal advocacy, and grow their own voice within their respective areas. Coaching & mentoring will be provided. Parent Ambassadors receive:

📌 **\$200.00 stipend for attending the (2-day) training on March 29th - 31st** (in conjunction with the 2023 IHSA Annual Conference - Embassy Suites in East Peoria) - starting on the 29th at 6pm for the IHSA Welcome Reception. Training on the 30th will run 8:30 - 5pm; and on Friday 31st, from 8:30 - 12 noon [stipend to be given upon completion of that training].

📌 **\$200.00 stipend for childcare while attending the March 29th - 31st training.**

📌 **\$25 stipend to attend the monthly scheduled meetings (by Zoom).**

📌 **\$100 stipend for the September face-to-face, day long meeting in Springfield** (that date is determined later). Stipends given upon completion of this training.

📌 **\$100.00 stipend for childcare while attending the September face to face training.**

📌 **Travel expenses to/from East Peoria and Springfield** (for personal car mileage or Amtrak), **the designated hotel, food, per diem and materials will be provided.** IHSA pays for your round trip travel and your stipends. Please know that IHSA also makes all of the arrangements for your lodging and (if needed) for an Amtrak ticket.



## APPLICATION\*

**All interested applicants must complete the following questions  
and submit a letter of support from their Director.**

### PERSONAL INFORMATION

Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### SKILLS AND QUALIFICATIONS

Have you reviewed the Parent Ambassador Job Description? **Yes / No**

If "No" then please, carefully read and review before continuing.

Why do you feel that you're a good fit for the program, and what do you hope to bring to the role of Parent Ambassador?

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Do you serve or have you served on your Policy Council Policy Committee, or in another leadership position, at your local program? **Yes / No** If "Yes" please explain including when and where.

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You must have your director's support prior to submitting an application **and** a letter of support from your director.

**\*Applications will be accepted until March 3, 2023.**



## AVAILABILITY

Are you able to make the following time commitment to the Parent Ambassador position?

- Kick-off your training at our **2023 IHSA Annual Conference!** Attend the two-day Parent Ambassador training from March 29th through March 31st. This training will include a half-day on the 29th, a full day on the 30th, and another half-day on the 31st. This initial training is being held at the Embassy Suites and Conference Center in East Peoria and in conjunction with our IHSA Annual Conference.
  - We will start off there on Wednesday, March 29th for the 6pm IHSA Welcome Reception.
  - Training on the 30th runs 8:30 - 5pm; and on the 31st it runs 8:30 - 12 noon.
  - IHSA pays for your hotel on Weds. & Thursday, as well as your stipends (*which are given upon completion of that training during the conference – for both your training participation and toward your child care.*)
- Monthly scheduled Parent Ambassador group virtual meetings\*\* (by Zoom).
- One day-long meeting (September 2023). As this is an in-person meeting, it requires an overnight stay. The September date will be determined later.
  - All travel expenses paid by IHSA.
  - If we are unable to meet in person because of COVID, this meeting will be held virtually.

**IMPORTANT: internet access and access to a cell phone is vital for this Parent Ambassador position.**

**\*\***Are you able to commit to monthly virtual Zoom meetings? (Half of each meeting is for training and the other half is for supporting one another.) **Yes / No** If “No” please explain:

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Also, enjoy a complimentary registration and an all-expenses paid trip and experience at our **2024 IHSA Annual Conference!** (As soon as those spring dates are determined, you will be notified.)

**Please note:** *there is no cost to the Parent Ambassador or to the local programs for the above.*

You may also take advantage of a great opportunity to attend the **NHSA** Fall Leadership Institute in DC !!! *Pending local program approval for travel expenses, IHSA will pay for the registration fee for any Parent Ambassador who wishes to travel to Washington D.C. for the NHSA Fall Leadership Institute.* (IHSA pays your registration fee and the parent’s program pays for the travel.)

I certify that I have read, fully understand and have completed the foregoing application truthfully and accurately to the best of my ability:



Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_