

Role and Responsibilities of a Parent Ambassador
Washington State Head Start Association of Head Start and ECEAP

Parent Ambassadors 2021 Agreement

The role of the Parent Ambassador is to grow in leadership skills and advocate for programs and events that affect child care, ECEAP and Head Start children, their families, and the broader local and statewide communities. As a Parent Ambassador, I will work on statewide activities set out by the Washington State Association of Head Start and ECEAP (WSA), as well as additional goals that are of personal interest and local significance. I agree to represent WSA and early learning children and families while in my role as a Parent Ambassador and I understand that integrity, kindness, respect and collaboration are essential at all times. I further agree to:

General Responsibilities

- Encourage advocacy in my early learning program and local community
- Collaborate with other Parent Ambassadors, other parent leaders and parents in the early learning community
- Review resources and alerts sent by WSA and/or WSA Parent Ambassador Program staff and distribute these resources to my program, parents & community
- Maintain regular contact with the Parent Ambassador staff, which includes responding to emails and phone calls or texts
- Submit paperwork and/or data entry in a timely fashion and respect deadlines when asked
- Act as a professional when participating and/or traveling as a Parent Ambassador
- Work in collaboration with my local program and grantee Executive Director

Participation

- Regular Parent Ambassador conference calls and honor the attendance expectations
- Maintain and communicate progress on Advocacy Project
- Attend all Parent Ambassador trainings and honor the attendance expectations
- Alert the Parent Ambassador Program Director, Manager or Coordinator of any barriers to attending required conference calls, trainings and/or meetings
- Alert the Parent Ambassador manager and/or coordinator to any changes or concerns relating to the PA position

Voter Education / Advocacy

- Become knowledgeable about government, the legislative process and how they work
- Know and engage my legislators at the state and national level
- Provide information and resources on voter education to early learning parents and the local community
- Provide a minimum of (3) three teach-backs and/or community trainings
- Participate in, and/or organize advocacy activities and training
- Help establish a state parent database and email list

Head Start, Early Head Start, ECEAP and child care

- Learn the history of Head Start, ECEAP, Early Head Start, child care and other early learning programs
- Develop and tell my story

Signed and Dated: _____