



Migrant Recruiter Job Description

POSITION TITLE: Togiak Migrant Recruiter

POSITION LOCATION: Togiak

QUALIFICATIONS: Must possess excellent verbal, written and interpersonal communications skills; Must be proficient in the use of online resources (GoogleDocs, email, web based systems, etc.). Must be willing to work a non-standard work day. Must be able to travel to Anchorage in August or September.

Prefer to have knowledge of local families and varied methods of communication. Prefer to have knowledge of common subsistence and commercial fishing areas. Prefer to have knowledge about the migrant education program, recruiting processes, and eligibility requirements.

REPORTS TO: Federal Programs Director

PAY: BETWEEN \$15.00 TO \$25.00 PER HOUR BASED ON EXPERIENCE

DUTIES AND RESPONSIBILITIES:

1. Migrant Recruiting
 - a. Participate in the annual recruiter training session in Anchorage, tentatively August 25-26
 - b. Responsible for all recruiting during the fall recruitment period which occurs from immediately following the recruiter training session until all families have been contacted and all documents completed.
 - c. Contact all families within the community using the supplied list in order to identify as many eligible children as possible.
 - d. Complete COE's as necessary and work with the Migrant Records Manager when corrections are necessary or when questions arise.
 - e. Provide information to parents about the migrant program.
 - f. Provide suggestions on how to improve the ID&R process and services that should be offered.
2. Promote positive public relations for school district.
3. Other duties as assigned.