

This is a general job description. Specific duties may vary from year to year.

Volunteer Director

The Volunteer Director's job responsibilities include, but are not limited to, the following activities. The Volunteer Director shall:

- ❖ Report to the President, serve as an active participant on the Board of Directors, and attend PTSA board meetings with voice and vote. Present to the General Membership at regularly scheduled and special meetings.
- ❖ Assess the need for volunteers at the school. Create and/or update the Volunteer Interest Survey form.
- ❖ Prior to the beginning of the school year, work with the PTSA Board of Directors to coordinate the First Day Packets/Parent Packets.
- ❖ Create a flyer explaining the various PSTA programs and requesting volunteers for those programs in need.
- ❖ Create a display explaining volunteer opportunities that can be used for events such as, but not limited to, Back-to-Business Day, Meet-the-Teacher, Parent-Teacher Conferences, Kindergarten Roundup, and Incoming Kindergarten Tours (Bear Hunt). Set-up table and Volunteer Sign-up sheets to be used during these events.
- ❖ Assign a **Volunteer Database Chair** to set up, input, and maintain the volunteer lists. Assist chair by forwarding all completed surveys in a timely manner.
- ❖ Act as Volunteer facilitator by dispensing volunteer information to chairs, Board Members, and office staff as needed/directed.
- ❖ Create and submit articles to the Communications Director for appropriate publication.
- ❖ Assign chairs to work with the nurse in the organizing of Volunteers for Vision and Hearing Screening in October, and Scoliosis screening in the spring.
- ❖ Assign a **Picture Day(s) Chair** to work with the office to provide volunteers for Student Picture Day(s) in the fall and Class Picture Day(s) in the spring.

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- ❖ Offer Workroom training to volunteers at the beginning of the year, and as needed throughout the year.
- ❖ Assign a **Room Parent Chair** to assist in training Room Parent Coordinators and ensure all teachers have a Room Parent Coordinator.
- ❖ Plan a coffee or orientation for all new Room Parent Coordinators at the beginning of the year. Stay in contact with Room Parent Coordinators.
- ❖ Promote, advertise, and run the "Volunteer of the Month" program. Possible Chair position.
- ❖ Coordinate volunteer appreciation events throughout the year. The biggest being in June for all the PTSA Chair's.
- ❖ Attend and report at all Board Meetings
- ❖ Not serve as a chair in any Volunteer area without prior approval from the Board of Directors.
- ❖ Deliver to her/his successor, all books and records, including historical records, promptly at the conclusion of her/his term of office.
- ❖ Perform other duties as assigned.

The following chairs report to, and will work with the Volunteer Director:

Volunteer Database Chair

Inputs and maintains the classroom volunteer lists (e.g. Room Parent Coordinators, Library Volunteers, Garden Docents, Art Docents, Classroom Photographers, Science Fair Liaisons, etc.) from information received from Volunteer Interest Surveys.

Picture Day(s) Chair

Coordinates volunteers for Student Picture Day(s) in the fall and Class Picture Day(s) in the spring.

Room Parent Chair

Creates a support system for the Room Parent Coordinators.
Maintains a contact list of all Room Parent Coordinators.
Creates/maintains/provides training material for Room Parent Coordinators.

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Provides training material to Room Parent Coordinators for them to distribute to their classroom volunteers.

Timeline for Action Items:

August:	Prepare for Back to Business Day Poster(s), Sign-Up Sheets, Volunteer Survey Assist with Volunteers for People Movers-1 st week school
September:	Curriculum Night Classroom Volunteer Sign-Up Sheets for Teachers Volunteers Surveys available Connect with VP Events to have avail Event Sign-Up
October:	Offer Workroom Training Dates
November:	Conferences~ Have Volunteer Opportunity Table
June:	Volunteer Appreciation Event or Gift for Chairs