

Volunteer Coordinator

If you like organization and team work, this is a perfect opportunity to help bring our parents together to help our Middle School community.

Dates and Times Needed:

- Summer time to update Volunteer Templates and coordinate with Director of Middle School
- Communications to Website Updater
- Communications to parents and staff as needed during the school year.

Description:

- Organizer of Parent Volunteer Program with Staff
- Organizer of Teacher Appreciation Breakfast
- Be eyes and ears for ways parents can help our Middle School community
- Oversee Parent Volunteer Program throughout the school year

Staff Help:

- Director:

Direct Parent Volunteer Program with Coordinator

- Office Manager:

Receive calls/emails from parents with commitments/questions

Relate commitments to Website Updater for Website Signup

Communicate with Staff & Coordinator

Send e-mails before each event with event details

Maintain accurate list of all parent phone numbers and e-mail addresses

- Teachers:

Communicate with Coordinator about their role in the area they have volunteered to oversee