

Adolphus PTO Volunteer Coordinator Job Description

(250+ hrs.)

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understand the organizations' mission, by laws, and conflict of interest policy
- Good organizational, and communication skills
- Good listening and problem solving skills

Responsibilities:

- Attend general PTO meetings and executive board meetings
- Create a list of volunteers for all committees, room parent positions, and events
- Help be a volunteer liaison between Adolphus Elementary and PTO functions
- Help be a liaison between the room parents, workroom coordinator volunteers and the board and principal
- Additional duties as defined in the PTO's bylaws

Typical Annual Tasks:

- Review the yearly PTO events calendar with the President
- Plan the annual PTO Volunteer Orientation / Recruitment Tea
- Define committee's and recruit committee members to fill key positions
- Help designate workroom coordinator(s)
- Help ensure every teacher has a room parent and volunteers
- Email signup sheets of volunteers / committee members to the committee heads or event lead(s)
- Meet with Principal & Teacher Representatives to understand teacher / staff needs
- Help complete the Welcome Packets with the President and Secretary
- Create an electronic / paper record of each committee member and students
- Meet with the Principal to discuss the volunteer of the year, volunteer appreciation week, and teacher appreciation week

Typical Monthly Tasks:

- Report monthly at general meeting any upcoming events or needs
- Participate in executive and general board meetings and provide input for decisions
- Send weekly / monthly emails to room parents, committee heads, and volunteers
- Organize room parents to participate school and PTO events as needed
- Ensure that room parents are coordinating with the teachers and other parents
- Coordinate with board members and provide volunteer lists for any upcoming events.
- Coordinate with the treasurer when receiving payments or reimbursements

Typical Weekly / Daily Tasks:

- Check the PTO box in front office and workroom mailbox
- Help maintain bulletin board, website & social media as needed
- Respond to emails, question, concerns from, staff, and parents
- Update the volunteer list

