

Endeavour Elementary PTSA Elected Board Member Job Descriptions

VP of Volunteers

Email: Volunteers@endeavourpta.org

Key Responsibilities:

- Manage the volunteer recruitment process by working with committee chairs to determine volunteer requirements and developing on-line volunteer sign-up forms.
- Act as a liaison between Volunteer chairs and committees (listed below) and the Board. Keep the Board up-to-date regarding volunteer program status and chairs' needs. Communicate Board expectations to Volunteer chairs.
- Ensure committee binders and documents are kept up-to-date and stored in PTSA cabinet.
- Ensure our volunteers receive recognition and appreciation for their time and effort including hosting the Volunteer Brunch and coordinating the Golden Acorn awards.

Commitment:

- 15-20 hours per month
- Attend monthly Board meetings
- Attend General Membership meetings (3x's per year)
- Complete annual training requirement

Volunteer Committees:

- Curriculum Night (Sept)
- Event Shuttle Bus (Year round)
- Field Day (Jun)
- First Day Tea & Tissues (Sep)
- Golden Acorn/Outstanding Advocate/Educator Awards
- Jaguar Jumpstart (May)
- Library Volunteers (Year round) - Managed by Librarian
- Lost & Found (Year Round)
- Hallway Display (Year Round)
- Picture Day (Fall & Spring)
- Room Parent Coordinator (Year Round)
- Vision/Hearing Screening (Oct)
- Community Outreach