Pleasant Grove Elementary School PTA

Volunteer Role Job Descriptions

Help Needed:

* **Audit – need 2**
	+ Work with the Audit Chair to review finances several times a year
* **Communications Coordinator – need 1**
	+ Produce weekly newsletter to be mailed through MemberHub
* **Field Day – need several volunteers and 2 or 3 main coordinators**
	+ Help coordinate this spring event expected to be the BEST day of the year
* **Fundraising – need several**
	+ Work with the Fundraising Chair to help implement fundraising programs
* **Hospitality – need several**
	+ Work with the Hospitality Co-Chairs Help organize support of PGES Staff during workdays
	+ Help organize recognition of PGES staff
* **Membership – need 2**
	+ Work with the Membership Co-Coordinators to encourage Flyers to join PTA
	+ Help maintain information in Memberhub
	+ Send thank you for joining PTA
* **Nominating – need 1 volunteer and 1 Board Member**
	+ Work with the Nominating Chair to identify key talent for next year’s officers
* **Room Parents – need 1 per classroom**
	+ Communicate PTA events to other classroom parents
	+ Help the hospitality committee to recognize teacher and staff
* **Room Parent Coordinator – need 1**
	+ Liaison to the PTA and maintain email contact for all room parents
	+ Creates To Do checklist for room parents
* **School Improvement Team Member – need 1**
	+ Represent the voice of parents in decisions on improvement projects
	+ This team consists of Principal Batten and mostly teachers
* **Test proctors – Need several in the spring**
	+ Proctor students as they take EOGs and other tests
	+ Training provided before proctoring
* **Volunteer Coordinator – need 1**
	+ Serve as main contact for volunteers and help place them; help coordinate the PTA’s volunteer recognition events