

# Service

**Summary:** The Service Chair is responsible for developing a service-oriented strategy in order to give back to our community. This role is responsible for overseeing service events for our McKinley families. As a member of the PTO board, the Service Chair represents McKinley to external parties and represents the parents' voices to school staff.

**Time Commitment:** 4 - 8 hours/month; monthly PTO meetings

**Term Commitment:** 1 year

## Key Responsibilities:

- Develops a service-oriented strategy for teaching our children about community service
- Designing and developing service-oriented events and presenting to the PTO for approval
- Managing all service-oriented events
- Ensure the school and the PTO are acting to serve the community we live in

## Special Projects:

- Overseeing art appreciation events
- Tend to, manage, and organize volunteers for the McKinley garden
- Organize snacks throughout the year
- Managing and organizing school pictures
- Organizing the yearly coat drive
- Organizing clothing drives throughout the year
- Organize Souper Bowl

## Skills & Experiences:

### Required:

- Creativity
- Relationship Management
- Vendor Management

**McKinley PTO Core Skills:** Communication, Organization, Responsiveness, Drive, Time Management, Prioritization, Decisiveness, Collaboration, Empathy

The PTO is a group of parent volunteers looking to make a difference in the lives of McKinley students and teachers. We provide a meaningful way to get involved in the

school. If you enjoy working in an exciting, fast-paced environment, we encourage you to join us!