



OPEN VOLUNTEER ROLES: Current, and 2025-2026

Committees and Other Roles

- [Volunteer Co-Coordinators](#)
- [Staff Appreciation Chair](#)
- [Book Bounce Coordinator](#)
- [Weekend Food Coordinator](#)
- [School Tour Chair\(s\)](#)
- [School Supply Coordination Team](#) (4-5 people needed)
- Website Coordinator
- [Grade Reps](#): 5th grade (class of 2026) and 4th grade (class of 2027)

EXEC TEAM ROLES THAT WILL BE OPEN NEXT SCHOOL YEAR (2025-2026)

Executive Team

- [President](#)
- [Vice President](#)
- [Secretary](#)
- [Treasurer](#)

FILLED (or temporarily sunsetted) VOLUNTEER ROLES: 2024-2025

Executive Team

- [President](#): Ellen Harrop
- [Vice President](#): Allison Born
- [Secretary](#): Amanda Hillas
- [Treasurer](#): Adam Gardner

Board

- [Volunteer Co-Coordinators](#): Chau Nguyen 2024-2025, open for 2025-2026
- [After School Programs Coordinators](#): Ingrid McCrum, Katy Agriel

- [Fundraising Chair\(s\)](#): Ellen Gardner and Kim Cotton
- [Community Representative/Chair](#): Karen Bell
- [Staff Appreciation Chair](#): Liz Abersold 2024-2025, open for 2025-2026

Committees and Other Roles

- [Flyer Designer](#): “Eagle Flyer” role in 2024-2025. Allison B has handled this. Necessary moving forward, or leave it to event organizers?
- [Backpack Mail Coordinator](#): Necessary?
- [School Tour Chair](#): Liz Curtin, need to fill for 2025-2026
- [Social Media Chair](#): Liz Levario Jones
- [“The Eagle Flyer” Newsletter Coordinator](#): Allison Born
- Big Give Coordinators: Jen Cain and Cortny Helmick
- Readerboard: Alex Hamm
- Family Directory: Sarah Burkhalter (sunsetted in 2025-2026, as family contact information will be housed in Konstella)
- Newsletter: Katie Scott (Liz Levario Jones for 2025-2026)
- Website: Melissa Imboden
- Email Administrator: Cortny Helmick
- [Book Bounce Coordinator](#): Jen Hoff
- [Weekend Food Coordinator](#): Jen Hoff
- [Hospitality Chair](#): Matt Havlik
- [Membership Communication Chair](#): Cortny Helmick
- [SPED \(Special Education\) Liaison](#): Hannah Markwardt
- [Spirit Wear Coordinator](#): Mary Gonzalez and Cortny Helmick
- [Reflections Art Chair](#): Emily Doe
- [Moveathon Co-Chairs](#): Antonino Schepis and Jen Cain
- [Book Fair co-Chair](#): Jaclyn Callahan and Katy Agriel
- [Field Day Chair](#): Tamar Kestenbaum
- [Advanced Learning/Highly Capable Learners Representative](#) (2-3 hours per month) - REVISIT THIS ROLE AND ITS DESCRIPTION. NECESSARY?
- [School Grounds Beautification Chair](#) (4ish hours, three times a year) - REVISIT THIS ROLE TO SEE IF IT’S NECESSARY
- [Adult Event Organizer](#) (4 hours, three times a year. Time includes attending events) - REVISIT
- [Tax Return 990 Processor](#) (20ish hours to process return) - CURRENTLY PAYING FOR THIS TO BE DONE
- [Safety Chair](#) (2 hours per month) - NECESSARY?
- [Arts Team Liaison](#) (1.5-2 hours per month. Requires attendance at a meeting right after school) - CURRENTLY PRESIDENT DOES THIS
- [Budget Committee Members](#) (2 hours per month, February-May) - NO NEED TO RECRUIT TIL TREASURER NEEDS

- [Coffee Chat Chair](#) (2-3 hours in September, November, January, March, and June. Daytime work) - COULD BE HANDLED BY EXEC TEAM

VOLUNTEER ROLE DESCRIPTIONS

PTA President(s)

Position Summary: *The president(s) is/are the presiding officer(s) and the official spokesperson(s) of the Adams Elementary PTA.*

Primary Responsibilities:

- Plan and direct monthly Board meetings and General Membership meetings. Meeting schedules are determined in conjunction with Board members at the Board planning retreat.
- Plan and coordinate PTA community meeting presentation, run meeting
- Sets the meeting agenda with the PTA secretary, utilizing input from others
- Main liaison with Adams administration
- Schedules and conducts a Board planning retreat prior to the new school year, which is an orientation for the new board of directors
- With approval of the executive committee, the president makes one-year appointments to positions and committees as specified in the local PTA or council standing rules.
- The president delegates responsibility and develops leaders by empowering others and acknowledging their efforts. They should communicate regularly with officers and chairs and be available to members.
- The president ensures that all officers, chairs, and committee members are current PTA members. The president serves as an ex officio member of all committees except the nominating committee. (Ex officio means “by virtue of one’s status.”)
- The president ensures that during the PTA year (July 1– June 30), at least one elected officer attends *PTA and the Law* and the other elected officers attend at least one training as required in the WSPTA Standards of Affiliation agreement.
- The president must be familiar with:
 - The vision, mission, and purposes of PTA
 - WSPTA Uniform Bylaws
 - WSPTA Standards of Affiliation agreement
 - PTA leader resources
- To maintain the PTA’s fidelity bond insurance, the president should establish a process to have the monthly bank statement reviewed, dated, and signed by a board member who is familiar with the operation of the PTA but who is not a signatory on the account.
- The president must be aware of and communicate to the board all required deadlines for the payment of membership dues, registration for Washington State PTA workshops

and conferences, submission of award applications, and filing of the PTA's annual corporation report, charitable solicitations registration, insurance renewal, and federal (IRS) informational returns.

- Sign contracts and checks on behalf of the PTA, as needed.
- Check-in with Board members regularly on their duties/events/initiatives, provide support if necessary
- Participate in PTA budget planning process beginning in January/February
- Complete Washington State PTA mandatory training once per year
- Convene the PTA Board Executive Committee (comprised of the President, Vice President, Secretary, Treasurer and Assistant Treasurer positions) as needed to perform any board functions that require a smaller decision-making body and/or additional research and deliberation prior to Board decision-making.

Time Commitment: This position requires effort beginning in the summer and lasting throughout the term. Workload is heavy throughout the year. (Average 5-10 hours/week).

When does the role start: Next School Year, but voting takes place at the Spring PTA General Meeting in May. Email interest to ptavolunteer@adamselementary.org.

PTA Vice President

Position Summary: *The Vice President leads the Grade Representative Team and the Staff Appreciation Team. They manage holiday gifts for non-classroom staff. Outside of those responsibilities, this is primarily a support position, learning from the President(s) to prepare for presidential duties.*

Primary Responsibilities:

- Assist with the President's duties upon request, in training for Presidency.
- Perform all of the President's duties in her/his/their temporary absence or in the event of a vacancy in the Presidency.
- In January, convene a Nominating Committee to solicit member interest in holding PTA board positions for the following year; ensure nomination process schedule is followed per Washington State PTA guidelines.
- In May, solicit nominations for the Golden Acorn volunteer award.
- Attend monthly Board and General PTA meetings.
- Serve as a member of the PTA Board Executive Committee.
- Attend/complete mandatory Washington State PTA training at least once per year.
- Lead the **Grade Rep Team**:

- Oversee the PTA events the grade reps plan and act as a liaison between event chairs and the Board. Ensure that event information is communicated to membership and the school community.
- Ensure new Grade Reps have resources like job descriptions, class parent recruitment help, understanding of gifting policy, etc.
- Email grade reps with periodic updates to be emailed directly to their respective grades.
- Support the **Staff Appreciation Team**:
 - On-board Staff Appreciation and describe their scope of work, their budget, and the mechanisms to solicit support from school families.
 - Confirm that the schedule is in place for either stocking the staff lounge themselves or having parents contribute. This could be through a SignUp genius.
 - Provide contact information for grade reps, the newsletter, and the website so they can advertise their needs/asks and communicate with grade reps for Staff Appreciation week.
 - Support the Team in recognizing both Staff Appreciation and Principal Appreciation weeks.
- Facilitating gifts for non-classroom staff at the holidays. This doesn't have to be done alone but does need to be facilitated by the VP. This is the 20% contributed from class donations used to buy gifts for the staff that doesn't have room parents.

Time Commitment: 8-10 hours per month. Includes both day and evening work.

When does the role start: Next School Year, but voting takes place at the Spring PTA General Meeting in May. Email interest to ptavolunteer@adamselementary.org.

PTA Treasurer

Position Summary: *The PTA Treasurer keeps financial records, processes reimbursements and payments, and leads the budget planning process.*

Primary Responsibilities:

- Present financial reports at monthly Board meetings and all General PTA meetings.
- Process all payments (checks only), including confirmation of evidence of cost, Quickbooks entry, coordination of check signing and distribution of checks.
- Responsible for proper banking and management of PTA funds.
- Accounts to be managed include:
 - Quickbooks - day to day overall accounting and reporting

- Umpqua Bank - checking account
- PayPal - revenue and transfers to checking
- Benevity and other gift match accounts
- WA State Charity Registration
- AIM Insurance
- Work with staff, teachers and board members to track budget spending and discuss proposed expenditures.
- Not later than October, confirm three (3) current executive board members are on file with the bank as authorized signatories.
- Responsible for the management of all PTA insurance matters, including annual renewal (October/November).
- File IRS Form 990 Due Date Extension (November).
- File the City of Seattle Business License (December).
- File Charitable Solicitations Registration (May).
- File City of Seattle B&O Tax Return and Gambling Return (January).
- File Form 1099-S for all service providers for prior calendar year (January).
- Chair PTA Budget Committee (January through May), which may include meetings with Principal, Board and Committee.
- Prepare IRS Form 990 or interface with outside accountant on preparation
- Close the financial books and records by June 30th and submit to Financial Review Committee by July 31
- Serve as a member of the PTA Board Executive Committee.
- Complete/Attend one (1) WSPTA training per year.

Time Commitment: Workload is consistent throughout the year. Typically, 20 hours per month

When does the role start: Next School Year, but voting takes place at the Spring PTA General Meeting in May. Email interest to ptavolunteer@adamselementary.org.

PTA Secretary

Position Summary: *The PTA Secretary takes meeting minutes for board and community meetings. Understands bylaws and standing rules for the purpose of voting. Should be able to listen and take notes, while still participating in board meetings.*

Primary Responsibilities:

- Attend, circulate sign-in sheets, and take minutes at all Board and General PTA meetings, which shall include motions and results and any action items from the meeting.
- At Board meetings, present the meeting minutes from the previous month to the Board for amendment and final approval.

- At General Membership meetings, present the meeting minutes from the previous General Meeting to the General Membership for amendment and final approval.
- Manage the annual update of the Adams PTA Board's Standing Rules, present the revised rules to the General Community for an adoption vote, and prepare a final copy.
- Responsible for understanding the definition of a quorum for a given Board or General meeting and for determining if each meeting has a quorum for all votes taken.
- Ensure Meeting Minutes and the final Standing Rules are uploaded to PTA website for access to general community.
- Ensure Meeting Minutes are uploaded to shared drive for access by Board members, then moved to the public folder after approval.
- Perform any tasks related to external correspondence, as requested by the President/VP.
- Serve as a member of the PTA Board Executive Committee.
- Attend/complete mandatory Washington State PTA training once per year.
- This PTA Board position may be filled by two individuals acting as co-Secretaries.

Time Commitment: Workload is consistent throughout the year. Typically 5-6 hours per month. Includes both day and evening work.

When does the role start: Next School Year, but voting takes place at the Spring PTA General Meeting in May. Email interest to ptavolunteer@adamselementary.org.

Board Roles

After School Programs Coordinators (Board Role)

Position Summary: *Oversees after-school activities by working with vendors, teachers, and school administration. Three sessions are hosted each school year. Volunteers are needed to identify and schedule vendors and teachers who want to run programs, advertise and coordinate enrollment, and ensure the smooth operation of the program during each session.*

Primary Responsibilities:

- Confirm available classroom space with the Principal.
- Invite vendors to express interest in hosting after-school activities. We have a good relationship with many vendors, most of which have taught at Adams for several years. It is not difficult to find vendors who want to teach at Adams.
- Respond to queries about space, schedule, required classroom features, program type, etc.
- Develop a schedule for after-school activities, assign rooms, and invite vendors to set up activity descriptions and upload compliance documents in the software we use called Homeroom. Forward room reservation forms to Principal for signature as needed.

- Use Homeroom to confirm vendor compliance with liability insurance, sexual abuse awareness training, criminal background checks, and review of Adams PTA policies and disclosures.
- Work with the PTA, website, newsletter, and VP/Grade reps to advertise available activities.
- Share rosters with teachers so that they can remind students to attend classes.
- Confirm with 5th grade teachers that students can walk kindergarteners to class.
- Share enrollment information with front desk staff.
- Work with board to develop a budget for program scholarships. Review enrollments to ensure scholarship compliance (one class per kid). Convey final numbers to treasurer who will pay out the providers for scholarships used.
- Evaluate new programs opportunities and proposals (new providers always want to work at Adams).
- Attend monthly Board and General PTA meetings, or send a report to Board on upcoming plans for Programs activities and on just-completed tasks.
- Recruit volunteers to be the contact person for each day of the week to ensure all kids are accounted for and so after school program teachers have a support person to reach out to.
- This PTA Board position may be filled by two individuals acting as Programs Co-Chairs.

Time Commitment: In many ways the program is plug-and-play. Our vendors come back every year and enjoy teaching with us. The work is not difficult but does require someone to be detailed oriented. Most of the effort is front loaded in the late summer/fall during the first session as you learn to use the program and set up the schedule. Occasional surges in workload during program registration and the beginning of each session (fall, winter, spring). During the three planning phases, we estimate 10 hours per month, and fewer than 2 in the off months.

When does the role start: 2024-2025 School Year, but you could train with the current volunteer in spring. Email interest to ptavolunteer@adamselementary.org.

Fundraising Chair(s) (Board Role)

Position Summary: *Develops strategic plan to meet yearly fundraising goals. Drafts thoughtful messaging around the goals. Provides year over year assessment of spending. Oversees fundraising efforts such as Big Give and Moveathon. Coordinates with chairs of those committees to support efforts, communicate with school families, and advertise.*

Primary Responsibilities:

- Strategize how to fundraise what's required by the PTA budget to support the school grant and PTA projects.
- The strategy should 1) help us meet our fundraising goal, and 2) include thoughtful messaging that inspires large donations while recognizing that not all families are able to give. We need to soften messaging to ensure that all community members feel like contributing/valued members of our community.
- Identify fundraising opportunities - do we stick with the two we have? Add something?
- Coordinate with and assist (as needed) organizers of key fundraising campaigns (Big Give and Moveathon).
- Communicate with Adams families around contributions, matching and tax exemption clarity.
- Attend (or send report to) monthly Board and quarterly General PTA meetings.
- This PTA Board position may be filled by multiple individuals acting as Fundraising Co-Chairs.

Time Commitment: Work begins in September, and then requires consistent effort throughout the year. Busiest months are September/October and April/May.

When: Next school year. Email interest to ptavolunteer@adamselementary.org.

Volunteer Co-Coordinator (Board Role)

Position Summary: *The Volunteer Co Coordinatorr maintains the database of every volunteer role, its status (open/filled), advertises for open positions, and recruits new volunteers.*

Primary Responsibilities:

- Keep the online volunteer role list up to date with current job description, primary responsibilities, hours required, and status (open or filled).
- Advertise for open positions via the PTA newsletter, grade reps, social media, the website, and backpack mail.
- Recruit new volunteers. This could be a conversation with someone asking if they'd be interested in a role or know someone who might. Get creative!
- Ideally the person in this role would come to the monthly board meetings to understand current and upcoming volunteer needs, and provide guidance or ideas about how to fill the roles
- Host in-person information tables about open volunteer roles. This could be at an event like Talent Fest or Fall Fest.
- If requested by an event (like Big Give, Fall Fest, etc.) coordinator, doing a SignUp Genius to recruit volunteers for the event.

- This would be a great role for a relationship builder who is willing to proactively seek volunteers (maybe by asking them in person!).

Time Commitment: Typically 2-4 hours per month, could be more at the beginning of your tenure.

When does the role start: Available now. Please email interest to ptavp@adamselementary.org.

Committee and Individual Roles

Staff Appreciation Committee Chair(s)

Position Summary: *The Staff Appreciation Committee Chairs manage the PTA staff appreciation budget, stock the staff lounge with snacks and drinks, decorate/tidy the staff lounge periodically, facilitate the schedule for Teacher Appreciation Week, and communicate plans and staff needs with the grade reps, Exec Team, etc. as needed.*

Primary Responsibilities:

- Manage the staff appreciation budget
 - This is primarily used for stocking the staff lounge, a light meal on Curriculum Night, and a budget-friendly catered meal during Staff Appreciation Week
- Staff lounge
 - Keep it stocked with snacks and soda water within budget guidelines. There is a small PTA budget for this committee, but keeping the room stocked all year requires parent participation/monetary involvement. The Chairs could create an Amazon wish list or partner with grade reps to create a month specific SignUp Genius. Chairs are welcome to use any other mechanism they feel is a good fit to communicate needs with parents
- Facilitate Teacher Appreciation Week (May)
 - Each day that week, one grade is responsible for a staff-wide recognition (grade assignments are made to the Grade Representatives at a PTA Working Meeting).
 - [Here](#) is an example plan for staff appreciation week.
- Consider other opportunities to show appreciation to staff throughout the school year as you see fit. This could include freshening the staff lounge, recognizing staff birthdays, providing an occasional breakfast, etc.
- Manage the Adams Staff Favorites spreadsheet. Work with Patty in the office to make sure all new staff fill out the staff favorites form. A physical copy is stored in the binder in the office and a digital copy exists [here](#).
- Consider other days of recognition as you see fit. This could include Custodian Day, Principal's Day, School Nurse Day, School Counselor Day, etc.
- Send communication to class chairs regarding money collection for teacher gifting before Winter Break and at the end of the year. Organize gifting for non-classroom teachers in conjunction with classroom teacher collections. See Adams PTA gifting policy.

Time Commitment: 2-3 hours per month, except September (getting set up for the school year) and May (Teacher Appreciation week) when it's probably 5-6 hours per month.

When does the role start: Filled for 2024-25. Will be open for 2025-26 school year. Email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Moveathon Chair(s)

Position Summary: *The Moveathon Chairs plan the spring Moveathon, one of the PTA's main fundraisers.*

Primary Responsibilities:

- THIS DESCRIPTION IS IN PROCESS

School Tour Chair

Position Summary: *The School Tour Chair welcomes prospective and incoming students and families to Adams by facilitating, in partnership with school administration and the Exec Team, two prospective-student school tours.*

Primary Responsibilities:

- School Tours (January)
 - This includes developing a flyer and advertising the tours to local preschools, at coffee shops, Adams communication channels (social media, newsletter, grade reps, readerboard) etc.
 - Coordinate with the principal about where the event will be hosted, any technology needed, and the presentation itself.
 - Set up for the tour (especially if chairs are needed in the library).
 - Host the tours (including check in procedure and name tags, as well as coordinating with the tour guides – usually 5th graders).
 - Following the event, create a spreadsheet with names/emails of all attendees and send them to the PTA president and school principal so they can send follow up emails and a .pdf of the presentation.
- Attend monthly Board and General PTA meetings **or** send a report to Board on upcoming plans for the tours and on just-completed tasks (particularly in December and January).
- This position may be filled by two individuals acting as co-chairs.

Time Commitment: Most of the work is in December/January. The tours are two hours each, but with advertising and prep the work may add up to 20 hours total that can be split between the chairpeople. Planning could be anytime, but one tour is during the school day and one is in the evening.

When does the role start: 2025-2026 School Year. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Coffee Chat Chair

Position Summary: *The Coffee Chat Chair organizes four coffee hours throughout the school year for school grown-ups.*

Primary Responsibilities:

- Four grown-up coffee events per year (1st day of school for grades 1-5, 1st day of school for kindergarten, winter, end of year)
 - In partnership with the Exec team, select the dates.
 - Ensure that the dates are on the PTA website calendar.
 - Advertise through social media, the reader board, the website, the PTA newsletter, and grade reps. Each of those outlets are handled by specific volunteers so sending requests to all is necessary.
 - Reserve the room for the event through the office staff (most likely cafeteria – if out front, no need to reserve a room).
 - Buy supplies needed.
 - Set up tables and coffee/donuts.
 - Clean up after the event.
- Ensure that events stay within the budget provided.
- Submit receipts to the PTA Treasurer for reimbursement

Time Commitment: Busiest months are those in which there is an event. In event months (September, February, and June) time commitment may be 2-5 hours per month, but 0 hours in the off months. Planning can be anytime, but the events take place during the school day.

When does the role start: 2025-2026. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Hospitality Chair

Position Summary: *The Hospitality Chair organizes food and drink for the three PTA General Meetings and maintains the stock of PTA paper plates, cups, and utensils in the PTA closet.*

Primary Responsibilities:

- PTA General meetings:
 - Purchases pizza and drinks for the three PTA General Meetings.
 - Sets up the food and drink table with plates, cups, and napkins, in addition to the food.
 - Cleans up the food and drink table after the General Meetings.
- Re-stock and maintain Hospitality Closet with plates, napkins, cutlery and other tableware.
 - Must check the boat closet or check in with the last event organizer to get current inventory, to keep it stocked at all times.
- Ensure that expenses stay within the budget provided.
- Submit receipts to the PTA Treasurer for reimbursement.
- While it would be great if this position would attend PTA Board Meetings, it's not essential. PTA General Meetings are necessary because it's in the job description.
- This PTA Board position may be filled by two individuals acting as Hospitality Co-Chairs.

Time Commitment: For PTA General Meeting months, 3ish hours per month. Maybe 30 minutes to check the boat closet every couple months. No work in the other months. The General Meetings are in the evening.

When does the role start: Next school year. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org .

Membership Communication Chair

Position Summary: *The Membership Communication Chair communicates via email with current PTA members.*

Primary Responsibilities:

- In June or July, sends an email to members reminding them to renew membership.
- Send monthly email to members with the Board Meeting or General Meeting agenda, and other relevant documents (e.g. Standing Rules, open volunteer roles), which are all provided by board members.
- May be asked to send periodic emails to membership.

Time Commitment: Less than an hour per month.

When does the role start: Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Social Media Chair

Position Summary: *The Social Media Chair posts engaging content on the Adams PTA social media channels (seven Facebook pages and one Instagram).*

Primary Responsibilities:

- Use social media to advertise upcoming events and important school news.
- During Big Give in October, record or procure engaging content talking about what makes Adams special.
- Record or procure original content about the kindergarten experience in January (the month when prospective kindergarten families tour local schools).
- Record or procure original content about Adams teachers and staff during Teacher Appreciation Month.
- Monitor the Social Media email address to process requests for specific events or news to be promoted.
- Strategize ways to engage the school community through social media: timing, new channels, type of content, etc.

Time Commitment: More during Big Give and Moveathon (maybe an hour a week, as content will need to be created/procured), but typically 20 minutes a week.

When does the role start: Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

School Grounds Beautification Chair

Position Summary: *The School Grounds Chair organizes three work parties per year to keep the school grounds looking clean and maintained.*

Primary Responsibilities:

- Organize three work parties per year: one prior to school, the second in January, and the third in April.
- The work parties are intended to maintain and clean the playground, bushes on the east end of the playground near the basketball hoops, and the stretch outside the fence on the north end of the playground.
- Bring (or borrow, if available from the school) materials/tools necessary to complete the work.
- If purchases are required, stay within the budget.
- Submit receipts to the PTA Treasurer for reimbursement.

- Recruit volunteers through a SignUp genius advertised through the various school channels: website, social media, PTA newsletter, grade rep emails.

Time Commitment: 3-4 hours per month in August, January, and April. 0 hours the rest of the time. The work parties would be in the daytime on weekends.

When does the role start: Available now. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org

Field Day Chair

Position Summary: *The Field Day Chair coordinates with Mr. Kellum to facilitate Field Day in June.*

Primary Responsibilities:

- Coordinates with the PE Teacher to get an idea of day-of plan and volunteer needs.
- Develops a volunteer SignUp genius.
- Facilitates moving all the materials needed onto the playground.
- Ensures that volunteers get assignments and understand the activity they're responsible for.
- Advertises Field Day via the PTA newsletter, through grade reps, on the readerboard, and on the website and social media channels.

Time Commitment: No work September-April. Starting in May, probably a total of 10 hours. The event takes place during the school day.

When does the role start: 2026. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Flyer Designer

Position Summary: *The Flyer Design role designs flyers for events like Fall Fest, Multicultural Potluck, Talent Fest, Big Give, and Moveathon.*

Primary Responsibilities:

- Designs flyers for the events listed above, and a couple of others as needed. They may be half page or full page depending on content.
- We have templates for many flyers that were designed in Adobe programs, so there are examples of what has worked historically.
- Flyer content would be provided by the Exec Team or Board member.
- After completion, send a .pdf back to the person who requested the Flyer.

Time Commitment: 2ish hours (depends on design speed?), nine(ish) times per year.

When does the role start: Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Backpack Mail Coordinator

Position Summary: *Print flyers (can be sent electronically to Office Max) and put them into teachers' mailboxes.*

Primary Responsibilities:

- When a member of the board sends a document to be made into backpack mail, have it printed by sending it electronically to Office Max. Please print on bright paper.
- Pick up the printed flyers, then separate them into stacks based on the number of students per class.
- Put the separated piles into teachers' mailboxes in the main office at school.
- This position does not include printing/distributing The Eagle Flyer.
- Submit receipts to the PTA Treasurer for reimbursement.

Time Commitment: 1-3 hours per month. This job requires some work during the school day (putting the flyers in teachers' boxes).

When does the role start: Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Adult Event(s) Coordinator

Position Summary: *Coordinate three meetups (usually at local breweries) for school grown-ups.*

Primary Responsibilities:

- Call a brewery and tell them we're coming.
- In partnership with the Exec Team, identify dates that work with other school events. These adult meetups could coincide with Parents Night Out, because childcare.
- Advertise the event through social media, grade reps, the PTA newsletter, readerboard, website, and backpack mail.
- Go to the events.

Time Commitment: 2-4 hours, three times a year.

When does the role start: Available now. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

PTA Meeting Childcare Coordinator

Position Summary: *Either provides or arranges childcare for the three General Meetings. Monthly board meetings **if necessary**.*

Primary Responsibilities:

- Provides (or arranges) childcare for the three General PTA Meetings
- Provides (or arranges) childcare for the monthly board meetings, if necessary.

Time Commitment: 2 hours in September, January, and May. Potentially 1.5 hours in the other 6 months.

When does the role start: Available now. Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Tax Return 990 Processor

Position Summary: *Completes the IRS 990 Tax Return.*

Primary Responsibilities:

- Files the 990 Tax Return for tax-exempt organization.

Time Commitment: 20 hours in the month we file the return. 0 hours other months.

When does the role start: 2026. Please email interest to ptavolunteer@adamselementary.org.

"The Eagle Flyer" Newsletter Coordinator

Position Summary: *Design, print, and distribute Adams' monthly printed newsletter, The Eagle Flyer.*

Primary Responsibilities:

- Using content provided by the Exec Team and Board, design the school's one-page monthly newsletter.
- Send the newsletter to Office Max to print on brightly colored paper.
- Pick up the newsletter at Office Max

- Separate the copies into piles based on the number of students in each class.
- Put the class piles into the teacher's mailboxes. (e.g. Ms Timmi would have 21 Flyers in her mailbox because she has 21 students).
- Submit Office Max receipts to the PTA treasurer for reimbursement.
- This could be held by more than one person, acting as co-Coordiators.

Time Commitment: 2ish hours per month. Distributing the Flyers into mailboxes would need to take place during the school day. If the timing is a barrier for you but you're interested in the role, we could arrange for the separated piles to be put in mailboxes by a member of the Exec Team or Board.

When does the role start: Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Community Rep

Position Summary: *This position will adapt to the current educational policy climate, meaning when necessary, more energy may be placed on state legislative initiatives, while at other times focus will need to be on SCPTSA, the school board, or SPS. The scope is largely at the discretion of the person who holds the role.*

Primary Responsibilities:

- Stay abreast of district, city and state policies that impact our school and keep PTA leadership and Adams parents up to date on these policies and elections through PTA General Meetings, Newsletter and Konstella. Key organizations to monitor include:
 - Seattle School Board
 - SCPTSA
 - CANNSPA
 - WSPTA
 - WA State Legislature & OSPI
- Act as the voice of the PTA with these organizations, requiring relationship-building where possible including other school PTA members, School Board Representatives and Legislators
- Identify any key initiatives or policy changes that are critical to supporting our students, families and teachers and advocate for these as identified by our community
- Attend meetings of the organizations listed when needed or beneficial, at your discretion
- This position can be held by more than one person, acting as co-Chairs.

Time Commitment: Varies depending on the time of year and pace of policy making. Key times for higher time commitment are during the WA Legislative Session (Jan-Apr in alternating budget years), School Board Elections (Oct/Nov) & other educational ballot initiatives. Outside

of these high times, estimate 1-2 hours per week for meetings, e-mail updates and PTA meetings.

When does the role start: Please email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Safety Chair

Position Summary: *Develop traffic safety initiatives as needed, and ensure any of the emergency preparedness supplies are replaced as they expire.*

Primary Responsibilities:

- Draft messaging around traffic safety and communicate it via school channels (grade rep email, PTA newsletter, social media) at the beginning of the year and more as needed.
- Solidify traffic-related drop-off instructions (there is currently a plan in place) and communicate it via school channels.
- Monitor the emergency preparedness supplies and replace anything that has expired. This aspect of the job would be necessary once to check dates and do inventory.
- While ideally traffic safety would include coordinating crosswalk monitors at 28th/62nd and 26th/62nd, getting volunteers to come for 20 minutes in the morning has been a challenge. The district will pay for crosswalk monitors for the intersections of 28th/65th and 26th/65th, but not near the school due to lack of sufficient traffic. Is a challenge to find willing employees for those paid roles as well - 40% of district Crossing Guard roles are open/unfilled. But some thought/brainstorming around this would be beneficial, as traffic safety has been challenging.
- Work with the Exec Team and school administration to potentially partner with older students from later-start schools, community members, students' grandparents, etc to be volunteers. This role could use your ingenuity!

Time Commitment: Probably 3-4 hours in the first month, then maybe 1 hour per month after September, unless you volunteered as Crosswalk Monitor, too, which would then add whatever time spent doing that.

When does the role start: Available now. Please email interest to ptavolunteer@adamselementary.org.

Arts Team Liaison

Position Summary: *Attend the monthly Arts Team daytime meeting with the staff arts team. Report back to the PTA board about any upcoming events, Arts Team needs, and future plans.*

Primary Responsibilities:

- Attend the monthly meeting with the Adams staff Arts Team.
- Communicate Arts Team budget requests with the Exec Team.
- Based on requests from the Arts Team, assist with researching or connecting with potential arts partners who could come to Adams to work with the kids, do presentations, etc.
- Either provide a verbal update at the monthly board meeting about Arts Team initiatives, or send a short synopsis to let the board know about updates.
- Potentially partner with the Arts Team if advertising on school channels (PTA website, PTA newsletter, grade rep emails, etc.) is needed.

Time Commitment: Probably 1.5 hours per month. One hour to attend the daytime meeting, and the rest to report back to the PTA board. More if you're planning to help the Arts Team with communication around upcoming events.

When does the role start: Available now. Please email interest to ptavolunteer@adamselementary.org.

SPED (Special Education) Liaison

Position Summary: *The SPED Liaison will represent special education students on the PTA.*

Primary Responsibilities:

- Advocate for special education students, ensuring their needs are considered within the school environment.
- Serve as a key point of contact between parents, special education teachers, school counselors, and administrators, fostering open lines of communication and collaboration.
- Based on interest, host or coordinate a workshop, seminar, or informational session focused on SPED topics, including legal rights, effective teaching strategies, and parental support.
- Advocate for educational materials, assistive technology, and other resources to be available and accessible to students.
- Promote awareness and understanding of SPED issues through the school newsletter, email, and social media.
- Encourage and facilitate the involvement of SPED parents.

Time Commitment: Typically 2-4 hours per month.

When does the role start: Please email interest to ptavolunteer@adamselementary.org.

Weekend Food Coordinator

Position Summary: *The Ballard Food Bank Coordinator will pick up food for Adams students who receive weekend food assistance at the Ballard Food Bank and deliver to Adams weekly, on Thursday.*

Primary Responsibilities:

- Driving your vehicle to Ballard Food Bank weekly after they open at 8 am and drop off food by the end of the school day. These items need refrigeration so drop off at Adams must happen immediately after pick up of food.
- Lifting milk crate of refrigerated items and ~15 plastic grocery bags of food.
- Bring crate and bags to Adams front office and load onto the big table. Staff will coordinate putting away food.
- Find someone else to sub the weeks if you are unable to.

Time Commitment: About 2 hours a month (~25 minutes every Thursday)

When does the role start: Filled for 2024-25. Will be open for 2025-26 school year. Email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Book Bounce Coordinator

Position Summary: *The Book Bounce Coordinator will communicate with students and parents about book donation and arrange Book Bounce Day.*

Primary Responsibilities:

- Work with PTA President to put out asks via email, grade reps, teachers, social media, school message board for families to donate used books for ages 6-12 and sturdy plastic/reusable bags for the kids during a certain timeframe of your choosing (Be sure to specify no baby/preschool books!)
- Pick a week to collect books before school and/or after school. Can use portable P4 to store the books during the collection week. Sort books by age group.
- Pick a day to host the book bounce (confirm that this is not during testing or field trips/other events).
- Set up by portable P4 with some tables for kids to come at recess. Set limits on the first round based on donation amount. At the second recess, allow kids to take what they want.
- Only put out books for older kids at their recesses for first round so that little kids don't end up with most of the big kid books.

Time Commitment: End of May/Beginning of June: 1 full school day plus 5 days (~20 minutes each) plus 2-3 additional hours to sort the books.

When does the role start: Filled for 2024-25. Will be open for 2025-26 school year. Email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Spirit Wear Coordinator(s)

Position Summary: *Select the brand/color/design on the Adams t-shirts and sweatshirts. Set up the purchasing page on Custom Ink. Deliver the students' orders to their classrooms.*

Primary Responsibilities:

- Select the brand, quality, color, and design of the Adams spirit wear t-shirts and sweatshirts.
- Set the price - while not a large fundraiser, there is typically a small profit from these sales.
- Set up a purchasing page on Custom Ink.
- When the items are delivered to school, identify who gets which item and what class they're in, then deliver to the correct classrooms.

Time Commitment: This depends on if there are co-coordinators. We're estimating 10 hours per person.

When does the role start: Email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Reflections Art Chair

Position Summary: *The Reflections Art Chair enters Adams as a participant with SCPTSA and National PTA (Information here: <https://scptsa.org/reflections-submission-instructions>). Reflections is an arts competition across all grades, all mediums and all abilities.*

Primary Responsibilities:

- Download the flier for the national competition and have it distributed.
- Set a schedule for Adams' participation working backwards from the city deadline.
- Find judges (usually asking returning judges). Judges will set their own judging time frame based on deadlines and their availability.
- Making sure our school nominees are submitted to the city.
- Updating last year's permission document, send to parents of winners to get parental permission.
- Having originals available for SCPTSA.
- Waiting to hear if any of our artists are going to state or beyond.
- Making sure winners are notified of any local event honoring the participants.
- Returning the artwork to teachers or artists.

Time Commitment: 18-24 hours total, mostly in the fall.

When does the role start: Email interest to ptavolunteer@adamselementary.org and ptavp@adamselementary.org.

Advanced Learning/Highly Capable Representative

Position Summary: *The AL/HC Representative will represent the needs of AL/HC Adams students on the PTA. This role involves communication with HC/AL teachers, families, administrators, and the district. As SPS continues to integrate HC/AL education within neighborhood schools, the Representative will be the PTA's source of information on district policies or upcoming changes. Note: there is not a formal list of HC/AL families, so collaboration and communication may include outreach via Konstella, the newsletter, grade reps, etc. to engage the families. As this is a new role, its scope will evolve.*

Primary Responsibilities:

- Representation of AL/HC learners at the PTA board meetings (monthly) and general meetings (3x per year). If you're not able to attend every month, it's fine, just when you're able is good.
- Participate in district-level presentations or discussions around AL/HC education, if they arise
- Communicate with AL/HC tutors to remain aware of needs that arise, whether that be additional resources requiring PTA money, in-class volunteers, etc.
- Communicate AL/HC family needs to the administration as needed
- This role may include advocacy for specialized curriculum resources, and instructional strategies to support these learners' growth (within PTA budget and staff bandwidth)
- Create a networking opportunity for HC/AL learners and their families. This can be done via a group set up on the Konstella app, in-person events, etc. at the volunteer's discretion.

Time Commitment: Estimating 2-3 hours per month.

When does the role start: Please email with interest to ptavolunteer@adamselementary.org.

Book Fair Co-Chair

Position Summary: *The Book Fair co-Chairs facilitate book fair sales and overall sale management and support, including volunteer recruitment, training, and coordination during the 3-day Adams Book Fair. The fair will take place on a week that Mr. Oswald is not in the library (so it doesn't interrupt library classes on a week he's at school), so the co-Chairs will be managing all aspects of the actual sales event. Mr. Oswald will drop in once daily to the sale to check in.*

Primary Responsibilities:

- Work with Mr. Oswald to establish book fair hours.
- Pick a volunteer schedule – two hours shifts? Three? This is up to the co-Chairs.
- Create a volunteer signup in Konstella.
- Advertise for volunteers and be sure that all shifts are covered.
- Learn the sales payment system and be able to train volunteers how to use it.
- Coordinate with PTA to ask about how/if to provide some funds to kids who may not otherwise be able to buy books.
- Manage all aspects of the sale itself. Mr. Oswald will describe in detail what this entails.
- Communicate with the PTA board about any support needed.
- Help Mr. Oswald set up the product the Friday prior to the book fair.

Time Commitment: Maybe 3-4 hours leading up to the fair itself. Then 6-8 hours per day (split between the Chairs) on the three days of the sale.

When does the role start: Please email interest to ptavolunteer@adamselementary.org.

Budget Committee Members (3)

Position Summary: *The Budget Committee Members work in partnership with the Treasurer to develop the PTA budget for the next fiscal year (July 1-June 30).*

Primary Responsibilities:

- Review the current year's spending and fundraising to adjust the following year's budget based on what the PTA can fund.
- Make sure you have enough income and/or cash on hand to cover expenses. Leave at least 6 months of operating budget.
- Present your budget draft to the PTA board of directors, then to your members for approval at the Spring General Meeting.

Time Commitment: Monthly spring meetings, March-May. Earlier if needed.

When does the role start: As soon as possible. Please email interest to ptavolunteer@adamselementary.org.

Membership Coordinator

Position Summary: *The Membership Coordinator manages entry of new members into GiveBacks, the Washington State PTA membership database. Additionally, this person manages membership communication around renewals, and recruitment.*

Primary Responsibilities:

- Inputs new member information into the WSPTA database.
- Emails current members (of current students) with a reminder to renew.
- Potential recruitment efforts, but this is dependent on availability of the volunteer.

Time Commitment: Most of the work is in September, and shouldn't take more than a few hours.

When does the role start: September 2025. Please email interest to ptavolunteer@adamselementary.org.

School Supply Coordination Team (4-5 people needed)

Position Summary: Purchase and store the teachers' requested school supplies over the summer and deliver and organize at school when the building opens in August.

Primary Responsibilities:

- Work from a list of supply requests from teachers; Some supplies are the same every year and others change as-needed. These include folders, notebooks, markers, pencils, etc.
- Each shopper will get assigned a portion of the supplies to purchase. These can be purchased over the course of the summer and shoppers will have the previous years' orders as reference. School supply sales in retail stores begin early, so shoppers can work around their schedule with purchasing and receiving orders.
- The more shoppers we have, the less strenuous it will be to get the supplies purchased, delivered to homes, stored for the summer, then brought in. Shoppers can participate in organizing their purchased supplies in August so that each teacher has what they need. *Kids can help too! You are not required to help organize supplies by being a shopper if it doesn't work for you.
- In the past, the buying has been done by one or two people and it's too much to store and keep track of purchasing. Breaking this up amongst 4-5 buyers will keep the project manageable and sustainable so we can continue to pre-buy the supplies the teachers prefer and allow parents to reimburse PTA with a flat fee.
- Help us to maintain this popular program by signing up as a buyer.
- *You will submit receipts and be reimbursed by the PTA in the fall. This project will require use of personal credit cards and some wait time for reimbursement.*

Time Commitment: 6-8 hours over the summer.

When does the role start: Summer. Please email interest to Cortny at communications@adamselementary.org and ptavolunteer@adamselementary.org.

Grade Representatives

Position Summary: The grade representative communicates with their grades, plans one all-school event (or leads the graduation committee in 5th grade), and recruits and coordinates with class parents/grown ups.

Primary Responsibilities:

- Write to the kindergarten teachers and ask for their class parent email list.
- **Communicate regularly with parents.** For me, this typically means an email every couple of weeks
 - As the liaison between the PTA and the parents, you'll be sending periodic emails to the grade. This typically includes upcoming events, any kinder-specific news (particularly if you continue scheduling playdates after the year starts – we did one on October 23rd, which had terrific turnout), announcements about class parents, etc.
- Reach out to classes to ask for volunteers to be **class parents/grown ups**. This can be more than one person. Then talk with the class parents and give them specifics about what they're responsible to do. This includes:
 - Facilitate gifts for birthday, December holidays, Teacher Appreciation Week, and end of year gifts. Only two of those are monetary; the others are words of affirmation, etc. There are Gift Guidelines they'll use to understand how gifting works
 - It would be amazing if they'd participate in PTA meetings but definitely not a requirement. It would put them in a great position to answer questions that may come up
 - Write to the teachers and introduce yourselves as grade reps, and tell them who their class parents will be.
- **Come to the PTA meetings, if possible.** This one is super important – you'll get monthly updates from Doug, information about the events the grade-reps plan (each rep sponsors one event per year. For example, kindergarten and 1st planned Grown Ups Go Out, 2nd planned multicultural potluck, 3rd did Fall Fest, etc.), in-depth familiarity with the budget and programs we fund, etc.

- **Plan one of the all-school events.** Each grade is responsible for an event (e.g. Fall Fest, Talent Fest, adult event, Multicultural Potluck, and 5th grade reps plan graduation)
- Optionally, you can plan ongoing activities for the grade. End of year parties, scavenger hunts, school kick-off parties, etc.
- For 5th grade, you'll lead the graduation and yearbook committees.

Time Commitment: Maybe 2 hours a month, except the month in which your all school event is held.

When does the role start: Fall. Please email interest to ptavp@adamselementary.org and ptavolunteer@adamselementary.org.