

Overview of Volunteer Positions

This document serves as a reference for individuals who are volunteering, managing volunteers, or serving on a committee or board. The position descriptions give general information on responsibilities and expectations associated with each volunteer position.

In an effort to help our volunteers feel utilized when giving their time, we are using titled positions to allow us to be very purposeful about our volunteer needs. These volunteer position titles coordinate with the Volunteer Planning Template, and the Program Committees should be planning a specific role for each volunteer that they request.

A volunteer position will be given to each individual when they check in to their volunteer assignment. They will receive a copy of the position's responsibilities and expectations, encouraging them to be able to jump right into their position independently.

Executive Board Members

An effective Parent Teacher Association (PTA) Executive Board serves as the backbone of a school's community, acting as the strategic engine that transforms parental involvement into tangible student support. Composed of a diverse group of elected volunteers, this leadership team is responsible for setting the organization's annual goals, managing its financial health, and ensuring transparent communication between the administration and families. Beyond the logistics of meetings and fundraisers, these roles offer a unique opportunity to directly influence the educational environment, foster inclusivity, and advocate for the needs of every child on campus.

President

VP of Fundraising

VP of Family Engagement

Treasurer

Secretary

Communications

Program Committees

WHAT DO I NEED TO CONSIDER WHEN PLANNING MY PROGRAM?

Each program is different and unique. To help with your planning, here are some items to check off when planning your program:

- **PROGRAM DATE:** Have I submitted my date to the PTA President (president@mtvpta.com) for the Google calendar? President can also help you plan your date.
- **COMMUNICATIONS:** Do I need communications (MTV Sunday night newsletter, Facebook, MemberHub/GiveBacks Announcement, Go-Home Stickers/Flyer) for my program? If so, contact PTA President (president@mtvpta.com). Please allow at least one week's notification.
- **VOLUNTEERS:** Do I need volunteers for my program? If so, contact the PTA Secretary (secretary@mtvpta.com), and use this volunteer planning template to communicate your volunteer needs, [Volunteer Placement](#). Please allow at least two weeks notification.
- **BUDGET/MONEY:** Do I need a budget and/or money for my program? If so, contact the PTA Treasurer (treasurer@mtvpta.com). Treasurer handles the budget, cash boxes and reimbursements.
 - **BUDGET PLANNING:** Use this template to help plan for the items you need. [Program Budget Tracker](#)
 - **CASH BOX:** If you need a cash box, please allow a five-day notice and the amount of change you will need (i.e. small bills, large bills, coins). At the conclusion of your program, work with a Board member attending the event to count the cash box.
 - **REIMBURSEMENT FORM:** Insert link to reimbursement form.
- **FLYERS:** Do I need a flyer for my event? You may create it on your own or work with your assigned Board Member for the creation. Once created, work with your assigned Board Member for approval. The Board Member will send final and approved flyer to the Communications Board Leader for printing /distribution. Please allow at least two weeks for creation and approvals. The PTA paper is always light pink and is available in the far-right cabinet of the copy room, labeled PTA. If the paper supply is low, please let the PTA Treasurer (treasurer@mtvpta.com) know.

- **CONCESSIONS:** Do I need concessions for my program? If so, contact PTA Treasurer if you need concessions for your program.
- **DECORATIONS:** Do I need decorations for my program? If so, check with VP Family Engagement (vpfamilyengagement@mtvpta.com) to see what decorations may be available in the PTA closet or shed.
- **MTV STAFF:** Do I need to communicate my program to MTV staff (i.e. Cafeteria Manager, PE Team, Library Team, Janitorial Staff)? If so, please email the main office and cc: PTA President prior to your program. The main office will direct you to the proper way to submit for the necessary request. We like to communicate any PTA programs to staff if we will be using the cafeteria, the gym, the library, or need chairs set up, clean up, etc.

WHAT ARE MY OTHER RESPONSIBILITIES AS A MTV PTA CHAIR?

- **PTA MEMBERSHIP:** Each Chair must be a PTA member at the beginning of the school year. Please [join here](#).
- **MEMBERHUB/GIVEBACKS:** Register on GiveBacks to stay up-to-date on all PTA activities, announcements, student directory, etc.
- **PTA EXECUTIVE BOARD MEETINGS:** Your attendance is only needed if you have a status update on your program. If your program is approaching, you will be asked to give a status report either in person at the meeting or via a report submitted prior to the meeting to the PTA President (president@mtvpta.com). Executive Board Meetings will be held the [insert meeting cadence]. See GiveBacks calendar for dates and times.

PTA GENERAL SESSION MEETINGS: Your attendance is optional, but we hope to see you there! If your program is approaching, you will be asked to give a status report either in person at the meeting or via a report submitted prior to the meeting to the PTA President.

Yearlong Committees

Coffee Cart

Sponsorships

Sunshine

Spirit Nights

Spirit Wear

After School Activities

LEAF Representative

Event Committees

Walkathon

Penguin Patch

Basket Raffle

Bingo Night

Trunk or Treat

Outdoor Movie Night

Teacher Appreciation Week

Carnival

School Supply Kits

Veterans' Day Breakfast

5th Grade Signs

Chalk the Walk

Kindergarten Summer Play Dates

Volunteer Positions

Check In Assistant

Location:

- Check In Assistant responsibilities include:
 - Aiding guests with the purchase of entrance/participation tickets.
 - Aiding guests with the pick up of pre-purchased entrance/participation tickets.
 - Managing the cash box, making change.
 - Assisting with electronic card purchases, when available.
 - At the conclusion of check in responsibilities
 - Secure cash box with the designated PTA Board Member.

- Report to Volunteer Lead to be assigned to another position for the remainder of your volunteer shift.

Clean Up Assistant

Location:

- Clean Up Assistant responsibilities include:
 - Refer to the clean up checklist that should be posted in a visible location.
 - Tasks to be completed will be listed, along with simple instructions.
 - After completing a task, please cross it off the list.
 - If you have any questions, please consult with the Program Chairperson.

Floater

Location:

Volunteer Role:

- Floating responsibilities includes:
 - Talking with families.
 - Helping guests to navigate to desired locations.
 - Helping with activities where needed.
 - Monitoring for crowd control and appropriate behavior.
 - Helping to reset stations and supplement supplies, when necessary.

Food Service Assistant

Location:

Volunteer Role:

- During the program
 - Food servers should wear gloves when handling food.
 - To facilitate a quick line, consider preparing portioned items onto plates/bowls before guests arrive.
- At the conclusion of food service
 - All unopened food items should be separated from opened food items.
 - Consult with the Program Chairperson to determine where remaining food items will be stored.
 - All serving dishes and utensils should be cleaned and returned to the PTA supply room.
 - Tables should be wiped down.

Greeter

Location:

Volunteer Role:

- Greeters will welcome families and guests.
 - Assist in line formation, if necessary.
 - Help guests navigate to desired locations.
 - Provide information to guests as needed.
- At the conclusion of Greeter responsibilities
 - Report to Volunteer Lead to be assigned to another position for the remainder of your volunteer shift.

Parking Assistant

Location:

Volunteer Role:

- Guiding arriving participants to designated parking areas.
 - Parking areas are to be filled in this order:
 - Parking lot in front of school
 - Bus Loop
 - Rear Blacktop (when not being used by event)
 - Entry road to Blacktop
 - Woodgrove Stadium Parking
- At the conclusion of Greeter responsibilities
 - Report to Volunteer Lead to be assigned to another position for the remainder of your volunteer shift.

Setup Assistant

Location:

- Setup Assistant responsibilities include:
 - Refer to the Setup checklist that should be posted in a visible location.
 - Tasks to be completed will be listed, along with simple instructions.
 - After completing a task, please cross it off the list.
 - If you have any questions, please consult with the Program Chairperson.
 - At the conclusion of setup responsibilities
 - Report to Volunteer Lead to be assigned to another position for the remainder of your volunteer shift.

Station Assistant

Location:

Volunteer Role:

- Invite students and families to participate in the station.
- If they need assistance with the rules of the station, please provide instruction.
- Provide materials needed, when applicable.
- Supervise to ensure that equipment and materials are being used appropriately.
 - Participants will be warned once if there is inappropriate behavior, subsequent poor choices will lead to family being asked to leave the station.
 - Monitor time being spent at the station, and encourage families to give other participants an opportunity to play, when applicable.
- Please “Reset” the station by returning equipment and materials back to their original location.

Take Home Task Assistant

Volunteer Lead

Location:

Volunteer Role:

- Welcome volunteers, and:
 - Assist in signing in through electronic form.
 - Locate volunteer from the list of assignments, and communicate volunteer placement.
 - Provide volunteer with position description clipboard and volunteer lanyard.
 - Help volunteer navigate to position location.
 - Provide any additional information as needed.
- During the program:
 - Maintain communication with Program Chairperson to determine changing needs for volunteer support.
 - Assign new positions according to the needs for volunteer support. (i.e. After the program is underway and all attendees have arrived, Check In Assistants and Greeters may be utilized in other positions.)

Child Caregiver

Location:

Volunteer Role:

- Welcome children into the activity area, and encourage them to choose an activity.
 - Provide materials needed, when applicable.
- Supervise to ensure that children are safe and using appropriate behavior.
 - Participants will be warned once if there is inappropriate behavior, subsequent poor choices will lead to parents being informed.
- Engage with children in activities, participating alongside them in crafts and games.
- 5 minutes prior to the close of the program, have children put away activities and materials.
- IN THE EVENT OF AN EMERGENCY:
 - Call 911 and/or
 - Immediately contact parents and administrators on site.