

St. Ambrose Catholic School Volunteer Position Descriptions

Position Name	Description
Volunteer Coordinator(s)	<p>Volunteer needed to work with the PTO President and school principal to create descriptive list of (non-lunchroom/playground) volunteer duties, continue solicitation and actively recruit volunteers beginning in June for the following school year. This person will collect solicitation form responses placing them in a database for tracking. The coordinator will work with the principal and PTO President to finalize assignment of volunteers into leadership and service positions. The volunteer coordinator reports to the PTO President, working closely with the principal and administrative staff, and if needed attends PTO meetings to support the Board and advocate on issues relevant to the Volunteer Coordinator position.</p>
Homeroom Parent Coordinator (HRP)	<p>The Homeroom Parent Coordinator works closely with the Homeroom Parents, teachers, and the principal to follow the Homeroom Parent Guidelines established by the principal. These guidelines will be handed out at the first Homeroom Parent Meeting at the beginning of each school year, and will be included in the Volunteer handbook. The HRP Coordinator: 1) Contacts each parent selected as Homeroom Parent 2) reviews and coordinates all information sent out by the HRPs and obtains the principal's approval as needed 3) provides advice to the Homeroom Parents regarding their duties.</p>
Homeroom Parents	<p>Two parents per class are needed to work with the teacher as homeroom parents. This position includes helping organize class parties (Christmas and End-of-Year), arranging chaperones for field trips and finding volunteers for class activities, activating a class telephone tree when needed, coordinating class activities for Teacher Appreciation Day during Catholic Schools Week, and organizing one assigned school reception and one teachers' luncheon.</p> <p>The Homeroom Parents work closely with the Homeroom Parent Coordinator and teacher, following the Homeroom Parent Guidelines. Deviation from these guidelines must be approved by the principal.</p>

Grant Committee	Members of this committee will research, investigate, and write grant applications for the school. The committee members report to the Development Committee Chair.
School Sign Coordinator	Coordinate with the School Secretary to update the sign in the front of the school.
School Directory	Collect family names, addresses, phone numbers, and e-mail addresses, and enter them in a database to be sorted and printed as the school directory.
Webmaster	This volunteer works with the School Office and PTO to maintain the school website.
Hot Lunch Server	Volunteers needed to assist in serving hot lunches to students from 11:20 to 12:20 on Wednesdays and Thursdays.
Service Project Assistants	Assist the Student Council with service projects identified each year, including the Thanksgiving Food Drive, St. Ann's Maternity Home Charity, Lenten Dinner, and Redskins Service Project
Pledge Drive	Support the St. Ambrose Catholic School Fall Pledge Drive. Print pledge forms, collect and track pledge cards. Work with the PTO Treasurer to collect and track cash donations collected as a result of the pledge drive. Coordinate the Pledge Drive Kickoff in September.
Used Uniform Sale	Volunteers needed to organize used uniforms for sales in August & April (date to be determined). It includes setting-up the sale the day before or the same day, documenting inventory sold to determine how much to pay those families who sold clothes at the sale, and packing up uniforms for storage at the conclusion of the sale.
School Supply Coordinator	Publicize school supply sale at end of school year, collect orders and submit them to the company representative; arrange delivery and distribution of supplies in August.
Choir / Music Booster	Assist in various tasks necessary for the smooth operation of Choir practices, performances, and related activities. Parents are needed to help with fund-raisers, attendance, music distribution and collection, and maintaining an e-mail list. One or two choir parents needed to be at rehearsals and also to assist the children with their choir robes when they sing at Sunday Masses (one Sunday a month).

<p>PTO Newsletter & Bulletin Board</p>	<p>Volunteer needed to compile, edit, and publish a bi-monthly PTO newsletter and keep the PTO Bulletin Board current. The volunteer will work closely with the PTO Secretary for newsworthy information. The PTO President and principal have final review before publication. The volunteer will work with the Webmaster assistant to publish the newsletter to school web page.</p>
<p>Gala Donations Chair & Gala Entertainment Chair</p>	<p>The Gala Chair(s) coordinate the volunteers needed in planning and execution of the Gala. This seems like a huge job but the bulk is coordinating the individual committee chairs and keeping everyone on track. While the Co-Chairs are in charge of the entire gala they will organize the chairs of the individual committees as outlined below. The co-chairs must gain PTO Board approval of theme, budget, and ticket price before any work is done on the Gala. All major decisions must also gain PTO Board approval, like catering selection, and any entertainment.</p> <p>The two Gala Chairs divide the tasks as follows: Gala Donations Chair will develop the budget for presentation / approval by PTO Board. Collect, count, document, and turn into PTO Treasurer / Office all money received. Collect committee member expenditure receipts for reimbursement and provide reports as necessary. The Donations Chair will also oversee the sub-committees for Solicitations/Donations and Check-in/Check-out, providing the Greeters/Checkout Committee Chair with all needed information regarding auction items. The Gala Entertainment Chair will coordinate all aspects of entertainment for the evening including the sub-committees for Food & Beverage, Decorations, Set-up/Clean-up.</p>
<p>Gala Solicitation/ Donations Committee</p>	<p>The Solicitation Committee reports to the Gala Donations Chair. Using the Auction! Software, this committee will send out solicitation letters and contracts to past donors requesting donations. Committee members will solicit local and remote merchants requesting auction donations via email, fax, and phone as well as visiting local merchants in person. Solicitations will also be requested from families who wish to donate either gift certificates or items to which they already have access, such as vacation homes, sporting events, etc. The committee organizes the auction items, makes the gala program and writes Thank You letters.</p>

Gala Decorations Committee	Reporting to the Entertainment Chair, this committee coordinates with Event Greeters, Food, Donations, and Setup/Cleanup Committees to plan layout and thematic decorations of tables and other Gala facilities, and coordinates with Setup Committee for assistance of event preparation.
Gala Greeters & Checkout	This committee will report to the Gala Donations Chair and will collect, record, and organize invitation response cards from the office giving money to Gala Donations Chair. The coordinator will also organize the committee to facilitate welcoming and checking guests, at the beginning of the event, and an orderly bidding and checkout process.
Gala Setup/Cleanup Committee	Reporting to the Entertainment Chair, this committee reserves and provides for access to all facilities on the scheduled days for the setup, event, and clean up. The committee chair will coordinate setup/cleanup activities of all volunteers, working with the Decorations, Entertainment, Food, and Auction Committee Chairs with regard to room(s) layout. The bulk of this work is done the day before the event, the day of the event, and the day after the event.
Gala Food & Beverage Committee	This committee reports to the Entertainment Chair and plans and arranges dinner, beverages, etc. includes hiring caterer, acquiring beverages (and licensing as necessary), coordination of catering plan and volunteer Gala helpers for optimal food and beverage service, includes bartenders and food servers/cleanup. This committee will: 1) select and oversee the caterer, 2) obtain the liquor license and beer/wine to be served and paper products/ice, etc., 3) Coordinate bartenders.
Box Tops Program	Volunteers are needed to oversee all aspects of box-top type programs such as the one run by General Mills. Advertise and promote programs to school and parish, and collect and submit box tops to appropriate vendors.
School Picture Helpers	Two/three volunteers are needed 2 mornings in the Fall and Spring to assist photographer by escorting students by class to the photographer.
Birthday Card & Bulletin Board Helpers	Volunteers needed to address birthday cards for students, and to create the monthly "birthday bulletin board" to recognize students' birthdays. This can be done before, during, or after school.
Technology Committee	Persons needed to advise and assist the principal, teachers, and pastor on issues of technology that affect the school. Help evaluate hardware and software in the school and recommend new equipment. The ability to repair

	and upgrade computers would be helpful. The Technology Committee meets at night or on weekends.
Science Fair Judges	Persons needed to judge 6 th , 7 th and 8 th grade students' science projects 1-2 evenings in February.
Library Aides	People needed for two-hour shifts to assist students during their Library period, to help with the Accelerated Reading Program, and to assist with organizing, filing, and shelving books.
Book Fair Assistants	Persons needed for two or three hours to help set up the September and/or February Book Fairs, assist students in choosing and buying books, and help pack up fair, all under the supervision of the librarian.
CYO Sports Coordinator	Coordinate with the head of the diocesan CYO, set up teams and schedules, coordinate scheduling and Uniforms with coaches and other tasks as necessary to facilitate the smooth operation of the CYO Sports program at St. Ambrose.
CYO Sports Coach(es)	Individuals are needed to coach track and basketball. Practices are in the evening and games on weekends.
Chess Club	Volunteer needed to promote, organize, and supervise student chess club. Two or more volunteers needed to run the chess club after school. This can be once a month, twice a month, or every week for one hour following school.
"Three Kings" Christmas Gift Shop	Volunteers needed to obtain gifts, assist students in choosing and buying gifts, and with the set up and take down of the gift shop, and total sales.
Family Events	Coordinate one or more Family Events each school year. These include Family Science Night, Family Book/Reading Night, Family Movie Night, Family Fun Night (packages are available from the PTO and contain all ideas and planning materials needed), Family Bingo and Santa's Breakfast.
School Yearbook	Volunteers needed to obtain pictures of different activities during the school year, and compile the Yearbook at the end of the school year.
Sally Foster	Volunteers collate gift wrap orders and help with distribution of orders placed through the school.

Grace Art	4-6 volunteers per grade who will teach or help out 4-6 times during the year. Each month (October - May) we need one Grace Art Teaching Parent and one or two helping parents, depending on the activity. Each month, portfolios are supplied by the Greater Reston Arts Center. A teaching parent will present an artist or subject area to the class, and direct the students in completing a project based on the artist's work or the art subject area. Helping parents will be present to help as needed (1-2 each month). Detailed instructions for art projects as well as information on the artists and styles are in every portfolio. No art or art history background is necessary. All that is needed is interest, enthusiasm and a belief in the importance of art education for children.
St. Ambrose Development Committee	The Committee is chartered by the Pastor to maintain near and long term educational, instructional and infrastructure related school project priorities. Members will be seeking traditional and alternative financing to implement these projects.
Vision/Hearing Screening Aids	Two/three volunteers are needed one morning in the Fall to assist students with these screenings.