

PTSO Volunteer Coordinator

Volunteer Coordinator – Voting Member, Term begins at the May meeting.

1. Attend Monthly PTSO meetings.
2. Collaborate with President/Secretary for calendar planning for next school year (May).
3. Meet with Board for review and planning for next school year (June/July).
4. Connect with Classroom Support Person to assist with support as needed, provide information on annual school events/activities
5. Distribute Welcome letter to families informing them of PTSO sponsored events and volunteer opportunities for the upcoming school year. Once parents respond the VC will compile lists in google docs of who wants to volunteer for what events. (Sept/Oct)
6. Collaborate with other PTSO board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at PTSO sponsored events as volunteers
7. Oversees volunteer recruitment, training and assignments
8. Promote PTSO goals, membership and activities as a PTSO committee chairman or officer
9. Works closely with all chair people to recruit volunteers for PTSO sponsored events. When needed, the VC will also set up internet based volunteer sign ups such as VolunteerSpot.

**Ideally this position would be filled by the previous year's CSP.