

Our Lady of Perpetual Help School
SCHOOL STEWARDSHIP/VOLUNTEER JOB DESCRIPTIONS
2011-12 School Year

These brief job descriptions will help you select the volunteer opportunities best suited to your time and talents. *Every committee welcomes new members.* Names of committee chairs will be listed in the school directory distributed at the beginning of the school year. Please feel free to contact committee chairpersons with specific questions or to volunteer.

School Board

Advisory Board to pastor and principal; committee assignment; meets second Thursday, May election

Enrollment Committee

Develops strategies to enhance enrollment recruitment and retention of student best practices, analyze trends and demographics, etc. Quarterly meetings or as needed

PTO Executive Board

Directs activities of the PTO; committee assignments; meets monthly, May election

Athletic Association Board

Meets monthly; helps with organizing K-3 and 4-8 parish sports programs, nominations in Spring.

Basic In-house School Volunteers

Cafeteria aide

Cleans trays in cafeteria; 11:30-1:00

Playground aide

Supervises students on the playground or in classrooms during lunch recess; 11:15-12:45

Library aide

Shelves books, etc., under direction of librarian; mornings OR afternoons

Crossing guard

Assists students crossing parking lot to school; 7:25-8:05 a.m.

Bingo

Tuesday or Friday, once a month. Report at 6:00 p.m.;
Door Worker – sells game sheets and daubers
Caller – Calls games, pays winners, calls winning game sheets
Floor Worker – sells instant tickets
Concessions – sets up and sells food to players

PTO Administration Committees

Membership/Nominating

Promotes membership in the PTO, seeks nominees for PTO offices and carries out the election of officers; duties performed by Vice-President

Programs

Plans and arranges programs for each PTO General Meeting; duties performed by Executive Committee

Hospitality

Arranges for refreshments at each PTO General Meeting; provides refreshments for other PTO or school-sponsored events, i.e., Kindergarten Parent Welcome, Mass with Me, etc.

PTO Communication Committees

Communications Coordinator

Coordinates and disseminates information for the church bulletin, Saints Scoop, website and other publications; coordinates writers for the publications

Wavelength

Formats and prints the weekly newsletter

Saints Scoop

Formats and prints the monthly newsletter

Our Lady News

Maintains current email addresses of school families and staff; forwards emails to all designated groups

PTO Fundraiser Committees

Box Tops Program

Implements incentives for student "Box Top" collection (ex. classroom competitions) as well as collects, organizes and submits box tops.

Print Cartridge Recycling

Collects, organizes, and submits print cartridges

Campbell Soup Labels

Collects, organizes, and submits Campbell Soup Labels

Tyson Labels

Collects, organizes, and submits Tyson labels for education

SCRIP

Sells SCRIP certificates before and after weekend Masses and /or Fridays at the school SCRIP store; tallies orders, places national orders, distributes gift certificates, maintains accurate records

Fall/Spring Fundraisers

Selects the major fundraiser for the school year; tabulates orders, distributes sold items, follows up on problems, etc.

Saints Night Out

Plans social fundraiser featuring dinner, raffles, silent auction, etc. for a specific school need

Market Day

Collates and submits orders, unpacks boxes and fills food orders; approximately two hours a month on the third Wednesday

PTO Home and School Committees

Volunteer Coordinator

Distributes stewardship lists to committee coordinators and works with coordinators if additional volunteers are needed

Head Homeroom Coordinator

Assigns/recruits and coordinates efforts of all homeroom coordinators (formerly known as "room mothers")

Homeroom Coordinator

Organizes all volunteers for one classroom in response to teacher's needs and responds to PTO committee chairpersons, as needed (Open for all homerooms)

Classroom Volunteer

Assists teacher and/or committees as requested by the Homeroom Coordinator; opportunities include class parties, etc.

Staff Appreciation

Plans special events to demonstrate appreciation of and support for all faculty and staff members

Family Events

Plans and coordinates various family activities (Trunk or Treat, etc.)

Classroom Cleaning

Cleans classrooms and other parts of the building that cannot be accomplished by the paid service of the janitorial staff

Mass with Me

Picks up donuts and drinks, sets up and cleans up cafeteria on scheduled Mass with Me dates, provided by the school

Computer/Technology

Meets once a month; ascertains the technological needs of the school; reviews and makes recommendations as to various equipment (hardware, software, teaching aides, office machines etc.)

Publishing Center

Staff of volunteers publish student works at teacher's request

Website

Formats, updates, and maintains Our Lady School website; uses webmaster

Family Buddy

Make a new family feel welcomed by mentoring; be available to answer questions concerning every day routines, rules, and activities

Other Committees

8th Grade Class Trip

Helps with fundraisers for Washington DC trip

Alumni

Develops alumni contact list; plans and implements alumni program

Dance Club

Contact person to distribute information and then be present at Dance Club sessions to sign our students in

Paper Recycling

Collect papers from businesses that have agreed to donate to Our Lady's Paper Recycling program; profits are earmarked for music program

Music Boosters

Assist choir and band directors in promoting music programs; take pictures, write articles for school, local papers and Catholic Times, help at performances, etc.

Scholastic Book Fair

Assist with annual book fair

