

2014 – 15 Oak Hill Elementary Volunteer Opportunity Descriptions

(Volunteer Opportunities in Alphabetical Order)

Basketball Game – General volunteers and coaches (Boys, Girls and Cheerleaders) needed for the annual game between Oak Hill & Lees Corner 6th graders.

Birthday Tree – Decorate the oak tree in school lobby with names of students celebrating their birthday for that particular month. (10 volunteers needed.)

Book Fair – Help the library with set up and sales during the book fair. (October)

Book Room Volunteer – Assist Reading Specialist by shelving books.

Box Tops/Campbell's Cutters & Counters – Assist with incentive programs by preparing and counting labels for mailing.

Bylaws- Ensure that the OHES PTA and Virginia PTA Bylaws and County policies are updated as required and followed. VAPTA requires a revision of the OHPTA bylaws every 5 years. 2014 does require a revision.

Cafeteria Helper - Assist cafeteria hostess by helping 1st and 2nd grade students through the food lines or at tables.

Chinese Corner – Chair or co-chair to organize Chinese events. General volunteers to assist with multiple Chinese events.

Clinic Aide Volunteer – Assist in the clinic when needed. Required training sessions are available throughout the year.

Community Outreach Volunteer – work with Community Outreach chair on various projects throughout year. Previous projects have included book, candy and food drives.

This will also include the food recycling program in the Cafeteria.

Cooks and Bakers – Cook or bake at least once or twice during the school year for various school and PTA events.

Cultural Arts – Arrange year round assemblies for all grade levels.

Directory – Assist in proofreading the school directory.

ESOL – Assist ESOL (English as a second language) teacher with various tasks as requested by the ESOL teacher.

Fall Festival – Assist in the planning and running of events in the areas of prizes, food, games, or setup; or volunteer to help at a station on the day of the festival. (October)

Financial Auditors- Volunteers needed in July to audit the PTA financials for the previous year. Will need to verify all income and expenses and that the books balance with the bank.

Family Dance – Volunteers to help plan or work at this family event. Help is needed with set-up, clean-up, music, decorations, and food. (November 14)

Family Game Night – Assist with organization, set-up, clean-up, tickets, concessions and running of games during fun evening for students and their families. General volunteers and a chair are currently needed.

Field Day – Chair helps the P.E. department oversee field day activities including timing and running of events and snacks. Helpers

work at stations one or more days during the week's events.

FLEX- Organizes the after school foreign language instruction program for students.

Food Recycling- Volunteers collect recycled foods and take them for composting or use at local community center.

GRACE Art Docent– Sign-up to give class lessons for this Art-in-the-Schools program in your child's classroom. No art experience is required, and all lesson materials are provided.

Health Screening – Assist Clinic Aide with student screening of various health statistics. (October)

Junior Great Books -Program that allows parent volunteers to help students dive into literature and develop age appropriate reading strategies in a small group environment. Materials and training are available for group leaders.

Jr. FLL Program Coordinators: This is the Winter Robotics Program. Volunteers work closely with the PTA Robotics Program Administrator to help with the registration process, team formation and plan the Jr. FLL Expo in early March.

Landscaping – Help maintain school grounds including planting, weeding, mulching, picking up leaves, etc.

Legislative-Chair helps inform the PTA membership of new federal, state and county legislation for which the state or National PTA has prepared positions (the PLP or Proposed Legislative Program). The chair takes a vote of Oak Hill's membership in October, tabulates results and reports them to the state.

Language Arts/Writing Program- Work with students to edit their writing.

Library – Assist media specialist with library operations, especially shelving books.

Math Counts – Work with chair to lead group of 6th grade students through practice for Math Counts competition in January.

Membership- Assist with the PTA Membership Drives and collection of dues.

Odyssey of the Mind – Coaches are needed to lead a group of students in creative problem solving. Teams develop strategies and use props to solve fun challenges. Training materials are available.

Paws to Read – This program encourages children to read for pleasure. Help is needed to promote the program, distribute entry forms, and gather prizes.

Picture Day – Help students during school pictures. (October/April)

PTA Photographer – Take pictures at various PTA activities and events.

Reading Buddy – Assist Reading Specialist during school hours on a weekly or bi-weekly basis by reading with individual students in 30-45 minute increments.

Reflections – Help organize entries in October and with the reception held for participants in February.

Restaurant "Spirit" Nights – Reserves restaurant nights and publicizes the dates for Oak Hill families attendance.

Retirement Reception – Help during annual staff retirement reception in areas of set-

up, clean-up, food, flowers, decorations and gifts.

Robotics – Coach a group of students in a science and technology program in which robotics are used to solve problems and complete tasks. Student teams meet at regional tournaments to compare ideas, share information and display their robots.

Room Parent – Sign up for this parent classroom liaison position in your child's classroom.

Run for Funds- Donate baked goods, staff neighborhood water stations, act as sentries for the race course, set up and clean-up crew for school technology fundraiser. (May)

School Marquee Sign – Help to maintain and update marquee sign in front of school. Chair needed.

School Spelling Bee – Assist with organizing the running of the school wide spelling bee.

Science/Math Night – Assist in planning and organizing this evening event to promote student participation and learning in the fields of science and technology.

Shop & Support – Assist in coordination of sign-ups and rewards from for “free” income from local retailers and online shopping. Help promote opportunities and incentives.

Sixth Grade Events – Help with various special events for 6th graders, including the moving up ceremony and party.

Spirit Item Sales – Volunteer to help with the sale of spirit items such as magnets, pencils, stuffed “Oakies”, etc. during various school events.

Staff Welcome Breakfast – Organize welcome back breakfast for staff members upon their return to school.(August)

Spring Staff Breakfast – Chair or co-chairs, as well as volunteers, needed to organize and assist during Valentine's breakfast for staff. (March)

Staff Appreciation – Distribute appreciation gifts to staff members during Staff Appreciation Week. (May)

Summer Book Exchange – Assist in collection, organization and student selection of books during exchange. (May and June)

Teaching Garden Docents- Sign up to assist in your child's class with lessons and experiences in the garden. This will include fall/winter and spring planting in the garden and additional support with grade level specific projects. No garden experience required, all information will be provided.

Thanksgiving Cafeteria Helper – Assist in serving special Thanksgiving lunch to students. (November)

Tax Reviewers- Goes over the PTA tax forms to make sure there are no errors before taxes are submitted.

Volunteer Coordinator – Individual chair position that recruits volunteers for various PTA and school activities and committees.

New Family Welcome Committee – Welcome new families to Oak Hill at the Welcome Reception for new families.

