

2011-12 Oak Hill Elementary Volunteer Opportunity Descriptions

(ordered by date)

Activity	Position	Active Months	Description	PTA Contact
SchoolKidz Kits	Committee Chair	August/Sept February, May	Accept and inventory ordered kits. Supervise volunteers in distributing kits to classrooms and resolve discrepancies. In spring, work with lead teachers and vendor to determine kit contents for following year. Advertise kits through PTA communications program and collect paper orders.	1 st Vice President
Directory	Committee Chair	Sept/Oct	Short-term commitment. Sell advertising for directory, work with school office to collect directory information, create booklet format and send to printer. Must have good MS Excel and Word skills. Expected distribution: mid-October	1 st Vice President
After School Fitness	Committee Member (s)	Year Round beginning in September	Support committee chair by being available during class meeting times to oversee vendor and contact parents when unexpected schedule changes occur. Could use 2 or 3 people per activity session (fall, winter & spring).	1 st Vice President
Room Parent Coordinator	Committee Member	Sept/Oct	Help committee chair gather student contact info, compile into database and distribute to room parents	1 st Vice President
Spirit Item Sales	Committee Chair	throughout year, primarily Sept	Maintain inventory of small spirit items, like magnets, and coordinate sales at back-to-school and other events	1 st Vice President
Paws to Read	Committee Chair	Oct/Nov, April	Create, advertise and manage reading incentive program for students once in the fall & again in spring.	2 nd Vice President
Robotics Club	Co-Chair	Year-long	Work with existing committee chair in operating fall and/or spring robotics programs. A parent with a fourth or fifth grade child and a willingness to continue with the program for multiple years would be especially helpful.	1 st Vice President
Oakie's BB&T	Committee Member	Periodically throughout year	Ideally a parent with a fifth or sixth grader interested in the bank. Needed to oversee student banking operations on Tuesday and Thursday mornings before school as needed.	1 st Vice President
Communications/IT/Web Support	Committee Member	Year-long	Looking for additional support for all PTA communications. Experience with web content and IT support necessary.	President
Special Education Liaison	Committee Chair	Year-long	Keep current with local resources available to parents with children in special education programs. Publicize programs through Wolf Pack, PTA Meetings and bulletin boards.	1 st Vice President
BINGO/Game Night	Committee Chair	Spring	Lead organization, set-up, clean-up, tickets, concessions and running of games during fun evening for students and their families.	2 nd Vice President
Retirement Reception	Committee Chair	May - June	Organize retirement activities, including collection of letters and pictures, creation of scrapbooks, and reception planning.	2 nd Vice President