

# **Bicentennial Elementary School Volunteer Program Volunteer Job Descriptions**

## **PTO Volunteer Positions**

### **Director of Communications**

Assist with PTO web page, community announcements and parent communication.

### **Director of Programs**

Participate on PTO Board with planning events, activities and programs.

### **Volunteer Coordinator(s)**

Work with teacher requests and extracurricular school activity needs to assist with the placement of volunteers in the school community.

### **Audit Coordinator**

Arrange for a small team of people to review PTO bookkeeping in the month of June.

### **Battle of the Books Coordinator**

Coordinate and work with Battle of the Books Facilitators to plan and implement after school reading incentive program for students held January – April. Organize and communicate regularly with parent volunteer facilitators. Conduct team battle day in April.

### **Bingo Night Coordinator**

Coordinate and work with the Bingo Night Committee to Plan and implement annual spring event for Bicentennial families.

### **Bobcat Bonus Bucks Coordinator**

Distribute, collect, and coordinate Bobcat Bonus Bucks forms and gift cards for our school's gift card fundraising events held throughout the year.

### **Box Tops for Education Coordinator**

Organize, collect, and send in Box Tops for Education labels and Campbell Soup labels. Manage rebate funds and prizes for the school.

### **Campus Care Coordinator**

Coordinate volunteers for fall and spring clean-up and miscellaneous playground painting. Order supplies as needed based on the allotted budget.

### **Cross Country Coordinator**

Plan and coordinate the Cross Country program, which begins in September and culminates with 2k/3K race that is held on a Saturday in mid-October. Utilize Cross Country Coaches and volunteers to assist in training 2<sup>nd</sup> – 5<sup>th</sup> graders after school twice a week to compete in the PAL (Police Athletic League) sponsored citywide race.

### **Destination Imagination (DI) Coordinator**

Conduct Destination Imagination Information Night in October to generate interest in program. Organize teams and volunteer coaches. Register teams with NH DI. Keep teams abreast of DI pre-competition events and deadlines. Organize post competition pizza night.

### **Field Day Coordinator**

Coordinate and plan this annual spring event in which classes in grades 1-4 participate in a fun outdoor day at school. Work with Field Day Committee members, who will coordinate activity stations, breaks, snacks, and volunteers. Additional volunteers are needed during the field day event.

### **Foreign Language Coordinator**

Schedule after school Foreign Language Program and collect and pay appropriate fees.

### **Hospitality Coordinator**

Coordinate and set up food and refreshments at various school events such as PTO meetings (monthly), Volunteer Orientation Brunch (October), and Teacher Appreciation Brunch (May).

### **Ice Skating Event Coordinator**

Coordinate and implement annual family ice skating day event with Conway Ice Arena during the winter. Work with Ice Skating Night Committee member to communicate with Bicentennial families, collect money, schedule date, etc.

### **Laminating Coordinator**

Oversee the Laminating Team by scheduling, ordering supplies, and laminating school-wide classroom requests.

### **Lego League Coordinator**

Coordinate student teams and parent coaches for Lego League Program. Keep parents informed about the final competition dates and requirements.

### **Magazine Drive Coordinator**

Coordinate the largest fund raiser that funds all Bicentennial PTO sponsored programs. This is held annually in September. Utilize Committee members and volunteers to assist the coordinator with planning and implementation. During fundraising period volunteers are needed to review order forms and check for accuracy.

### **Math Enrichment Coordinator**

Assist with the implementation of math groups for Math Olympiad and Continental Math groups.

### **Outdoor Classroom Coordinator**

Work with the staff and Outdoor Classroom Committee to assist with the maintenance and special projects associated with the Outdoor Classroom.

### **Phone Book Coordinator**

Annually coordinate publication and distribution of Bicentennial School phone book. Time commitment is Sept – Oct.

### **Photocopy Coordinator**

Schedule volunteers in copy room to run various copy machines for each grade level. Work with teachers to assure timely delivery of copied materials.

### **Pizza Night Coordinator**

Plan and implement annual spring event for Bicentennial families, while working with Pizza Night Committee volunteers.

### **Publishing House Coordinator**

Oversee the Publishing House Team by scheduling, ordering supplies and binding books. The Publishing House Team volunteer flexible hours in the copy room binding student written manuscripts and laminating covers. About 3,000 books are published each year, mostly in first grade, hence the need for several volunteers. Training is provided.

### **Room Parent Coordinator**

Seek out teacher and parent requests to place parents in the classroom as Room Parents. Inform Room Parents throughout the year on specific events they are responsible for (i.e. volunteer record keeping).

### **Safe Routes to School Coordinator**

Coordinate and participate in semi-annual "walk to school" days. Work with the Nashua Regional Planning Commission, school officials, and Safe Routes to School Committee members to determine safety concerns for walkers and implement changes or upgrades to walking routes around the school.

### **Ski Program Coordinator**

Coordinate and implement the ski program, including chaperones, buses, ski passes and lessons. This program runs for 5 weeks in January.

### **Yearbook Coordinator(s)**

Coordinate and oversee the Yearbook Committee. While working with an outside vendor, the Yearbook Committee plans and designs the yearbook for the upcoming year. Typically this position is held by a 5<sup>th</sup> grade parent.

## **School Wide Volunteer Positions**

*The special programs listed below require volunteers for varying periods of time both inside and outside regular school hours.*

### **Bake for School Events**

Bake food, sweets, and refreshments for school wide events.

### **Battle of the Books Facilitator**

Read selected books. Meet with student teams regularly once/week or biweekly for approximately 1 hour after school to discuss books and prepare for team battle day. This position can be shared with another parent.

### **Box Tops for Education Committee**

Organize, collect, and send in Box Tops for Education labels and Campbell Soup labels.

### **Bingo Night Committee**

Plan and implement annual spring event for Bicentennial families.

### **Bobcat Bonus Bucks Volunteer**

Help the coordinator with collecting forms and distributing gift cards for our school's gift card fundraising events held throughout the year.

### **Book/Library Fair Volunteer**

Volunteer in the library during a 1 week school-wide Scholastic Book Fair held every Fall and Spring.

### **Campus Care Committee**

Help out during fall and spring clean-up (leaf raking, mulching, planting annuals). Playground painting as needed.

### **Cross Country Coach/Team Volunteer**

Coach and/or assist in training 2<sup>nd</sup> – 5<sup>th</sup> graders after school twice a week to compete in the PAL (Police Athletic League) sponsored citywide race. Program begins in September culminates with 2k/3K race that is held on a Saturday in mid-October. Time commitment is 2 hours twice/week September-October. Runners of all levels are welcome.

### **Community Outreach Committee**

Organize and plan fundraising events for the school, such as the annual coat drive and power of the penny.

### **Cultural Enrichment Committee**

This committee is made up of staff, administrators, and parents. Seek out fun, but educational presenters to give class-wide or school-wide presentations throughout the year.

### **Destination Imagination (DI) Coach**

Coach students to implement solutions to their team chosen challenge. Teams form in November and meet regularly December through March. Teams participate in regional competitions in March.

### **Donate for School Events**

Donate food, sweets, refreshments, or items needed for school wide events.

### **Field Day Committee**

Committee members plan and implement this annual spring event in which classes in grades 1-4 participate a fun outdoor day at school. Committee members will coordinate activity stations, breaks, snacks, and volunteers.

### **Hospitality Committee**

Work with Hospitality Coordinator to set-up, bake or donate food and refreshments for school events.

### **Ice Skating Event Committee**

Coordinate and implement annual family ice skating day event with Conway Ice Arena during the winter. This includes communication with Bicentennial families, collection of money, scheduling of date, etc.

### **Lego League Coach**

Coach students involved in the Lego League and participate in final event with your student team.

### **Laminating Team**

Volunteers laminate materials for use in various classrooms. Training on the laminating machine is necessary and will be provided.

### **Magazine Drive Committee**

Largest fund raiser that funds all Bicentennial PTO sponsored programs. This is held annually in September. Committee members are needed to assist the coordinator with planning and implementation. During fundraising period volunteers are needed to review order forms and check for accuracy.

### **Math Enrichment Committee**

Facilitate student math groups for Math Olympiad and Continental Math.

### **Office Help**

Greet students, sign in tardy students, and help the office staff during the morning hours.

### **Outdoor Classroom Committee**

Assist with the maintenance of and special projects associated with the Outdoor Classroom.

### **Pizza Night Committee**

Plan and implement annual family event for Bicentennial families.

### **Picture Day Volunteer**

This is a one day position in which the volunteer assists the students and helps to expedite the classroom picture schedules during picture day in October and May.

### **Publishing House Team**

Flexible hours in the copy room binding student written manuscripts and laminating covers. About 3,000 books are published each year, mostly in first grade, hence the need for several volunteers. Training is provided. Usually consists of 2-3 hours per week.

### **Safe Routes to School Committee**

Coordinate and participate in semi-annual "walk to school" days. Work with the Nashua Regional Planning Commission and school officials to determine safety concerns for walkers and implement changes or upgrades to walking routes around the school.

## **Ski Program Volunteer**

Chaperone by riding on school bus and supervising students participating in the 5 week Ski Program in January.

## **Yearbook Committee**

While working with an outside vendor, plan and design the yearbook for the upcoming school year. Parent volunteers are encouraged from all grade levels.

## **Teacher/Classroom Volunteer Positions**

*The following volunteer areas require a commitment of at least 1-2 hours per week during regular school hours.*

### **Art Room Aide**

Assist in the Art Room during school hours.

### **Busybody/General Help**

Assist in the classroom by working with students or helping with materials preparation for the classroom.

### **Classroom Helper**

Assist individuals or student groups in the classroom under the supervision of the teacher.

### **Classroom Photographer**

Take pictures throughout the school year for the yearbook in digital format.

### **Computer Aide (classroom)**

Assist students on the computer in the classroom under the supervision of the teacher.

### **Ellison Die Cut Machine Volunteer**

Cut shapes for the teacher or classroom using the Ellison Die Cut Machine.

### **Kindergarten Aide**

Assist Kindergarten teachers by working with small groups and/or assist with materials preparation in the classroom.

### **Library Aide**

Assist the librarian with book check-in and replacing books back to the shelves.

### **Math Fast Facts Corrector**

Correct student math fast facts papers on a weekly basis either in the classroom or at home.

### **Math Tutor**

Work with individual students or small groups under teacher's direction. Knowledge of basic math skills is necessary.

### **Nurse (clerical aide)**

Assist nurse with data entry and paperwork as needed.

### **Photocopy Volunteer**

Make copies of worksheets for an assigned grade level using a photocopy machines. Time commitment is 1-3 hours per week throughout the year. Training is provided.

### **Reading Tutor**

Work with the individual students or small groups to reinforce skills in the classroom setting.

**Room Parent**

Coordinate with teacher to assist with various classroom projects, activities, and parties. Contact classroom parents as needed for help and donation of items for class parties, activities and field day. Attend monthly PTO meetings to represent the classroom and relay PTO information to parents.

**Special Ed. Aide**

Assist the Special Education staff with photocopying or materials preparation for the classroom.

**Spelling Test Corrector**

Correct student spelling tests on a weekly basis either in the classroom or at home.

**Writing Coach**

Assist students in the classroom with writing and grammar. Knowledge of English writing and grammar is necessary.