Bicentennial Elementary School Volunteer Program
Volunteer Job Descriptions

**Classroom Help**

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

**Art Room Helper**
Assist in the Art Room during school hours.

**General Classroom Helper**
Work with individuals or student groups in the classroom under the supervision of the teacher and/or assist with materials preparation for the classroom.

**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. Training is provided.

**Laminating/Book Binding Team**
Laminate and bind student written manuscripts and other projects as requested by teachers. Flexible hours. Training is provided.

**Library Helper**
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.

**Office Help/Morning Duty**
Greet students, sign in tardy students, and help the office staff during the morning hours.

**Photocopy Volunteer**
Make copies of worksheets for an assigned grade level using a photocopy machine. Time commitment is 1-2 hours per week throughout the year. Training is provided.

**Reading Tutor**
Work with individual students or small groups to reinforce skills.

**Room Parent**
Coordinate with teacher to assist with soliciting donations or help from parents for various classroom projects, activities, and celebrations.

**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.

**Wish to be contacted by Room Parent for classroom needs and help**  
Provides your contact information to the Room Parent so that you can be contacted as needed for assistance with classroom projects, activities or parties.

**Committees and Fundraising (School Wide)**

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

**Applebee’s Breakfast Event Committee**  
Plan and implement the annual breakfast at Applebee’s restaurant.

**Bake for School Events**  
Bake food, sweets, and refreshments for school wide events.

**Battle of the Books Facilitators**  
Battle of the Books is a reading incentive program. Facilitators read the books and meet with their student team weekly or biweekly for approximately 1 hour after school to discuss books and prepare for team battle day. Team facilitator positions can be shared but multiple facilitators are needed for teams in Grades 3-5.

**Bingo Night Committee**  
Plan and implement annual event for Bicentennial families.

**Bobcat Bonus Bucks Committee**  
Collect order forms and distribute gift cards for 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.

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

**Campus Care Committee**  
Help out during fall and spring cleanup (leaf raking, mulching, planting annuals). Playground painting as needed.

**Cross Country Team Volunteer**  
Assist in training 2nd – 5th graders to compete in the PAL (Police Athletic League) sponsored citywide race. Program begins in September and culminates with 2K/3K race that is held on a Saturday in mid-October. Time commitment is 2 hours after school once or twice per week. Runners of all levels are welcome.

**Cultural Enrichment Committee**  
This committee is made up of staff, administrators, and parents. Seek out fun and dynamic 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
Plan and implement this annual spring event in which classes in grades 1-4 participate in a fun outdoor day at school. Committee members coordinate activity stations, breaks, snacks, and volunteers.

Fundraising Committee
Assess current fundraising, brainstorm new ideas and spearhead fundraising efforts.

Hospitality Committee
Assist with setup/cleanup, baking or donating food and refreshments for school events such as the Staff Appreciation Luncheon (May) and 5th Grade Promotion Reception (June).

Ice Skating Event Committee
Coordinate and implement annual family ice skating day event with Conway Ice Arena during the winter.

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

Magazine Drive Committee
Annual fundraiser in September that funds all PTO sponsored programs. Committee members assist the coordinator with planning and implementation. Additional volunteers are needed during the drive to review order forms and check for accuracy.

Mother-Son/Father-Daughter Events Committee
Coordinate and implement annual mother-son and father-daughter events for the school community. Past events include Father/Daughter Dance and Mother-Son Roller Skating Night.

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

Picture Day Volunteers
One day position assisting students to help expedite the classroom picture schedules during picture day in October and May.

Pizza Night Committee
Plan and implement annual family event for Bicentennial families.

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.

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.

PTO Volunteer Positions
The positions listed below generally represent the governing functions of the PTO. Board member positions are noted and these positions are elected or appointed in the spring. None of these positions require prior knowledge of the PTO, and previous Board members will be available for
training, assistance and any questions you may have throughout the year.  
Thank you for considering taking on a new role!

Co-Presidents
Oversee organization, PTO Board, and committees; act as public parent representative to the community;  
participate in projects/meetings as requested by the principal; sets monthly meeting agendas and leads meetings.  
Elected Board member.

Treasurer (2)
Co-treasurer writes checks, balances checkbook, deposits cash/checks, maintains physical records (bank  
statements, receipts, etc.), participates in annual audit of books. Other co-treasurer develops and maintains the  
annual budget, produces monthly statements for organization and provides assistance and guidance to financial  
matters. Elected Board member.

Secretary
Records minutes of all meetings of the organization and board. Maintains PTO records and documents such as  
board lists, by-laws and insurance policies. Elected Board member.

Communications/PTO Website
Assist with PTO web page, community announcements and parent communication. Appointed Board member.

PTO Board Member
At large position for participating in the governing functions of the PTO. Appointed Board member.

Volunteer Coordinator(s)
Work with teacher requests and extracurricular school activity needs to assist with the placement of volunteers in  
the school community. Appointed Board member.

Programs & Events Coordinator
Participate on PTO Board with planning events, activities and programs. Appointed Board member.

** General PTO volunteer positions below that are not part of the PTO Board **

Audit Committee
Small team of people to review PTO bookkeeping during the summer.

Room Parent Coordinator
Seek out teacher and parent requests to place parents in the classroom as Room Parents. Disseminate  
information to Room Parents throughout the year on specific events (i.e. volunteer record keeping, holiday and  
end of year letters).

Wish to receive PTO newsletter via e-mail
This is not a volunteer position but does put your email address on the PTO newsletter distribution email list. The  
PTO newsletter is sent monthly and provides details on upcoming PTO and school events and other noteworthy  
information.