

Volunteer Positions for the 2023-2024 School Year

Enrichment Program Coordinator

Description:

- Coordinate before- and after-school programming (clubs, classes, etc.)
- Secure on-site support (teachers to check students out at conclusion of programs each day)
- Manage finances associated with enrichment programs

Time commitment: 8 hours per month (more during the initial planning phases)

Fall Festival Coordinator

Description:

- Assemble a committee
- Design and coordinate activities for Fall Festival 2023
 - Examples: Cake walk, fun house, pumpkin decorating

Time commitment: 10-15 hours prior to the event

Fall Festival Haunted House Lead Coordinator (Rising 6th Grade Parent)

Description:

- lead and support a group of 6th grade families to design and present the Fall Festival Haunted House

Time commitment: 5-10 hours for this event

Family Fun Day Coordinator

Description:

- Assemble a committee
- Design and coordinate activities for the 2024 Family Fun Day (June 2024)
 - Examples: Bouncy house/inflatables, dunk tank, food trucks

Time commitment: 10-15 hours prior to the event

Graphic Designer

Description: Help design PTA flyers and other promotional materials throughout the year

Time commitment: Sporadic. 1-3 hours per month throughout the year

Website Coordinator

Description:

- Update content on the PTA website as needed
- Experience with WordPress would be helpful

Time commitment: 20-30 minutes per month, as needed

Spirit Wear Coordinator

Description:

- Help design spirit wear
- Coordinate orders/delivery

Time commitment: 5-7 hours for this one need spread over the year

Photographer

Description:

- Take photos at PTA events
- Understand privacy rules regarding photos
- Work with social media chair to post photos

Time commitment: less than 1 hour/event

Social Media Coordinator

Description:

- Post updates to Fairhill PTA social media accounts (Facebook, Twitter) as needed

Time Commitment: 2 hours a month/as needed

A to Z Directory Coordinator

Description:

- Once opt out forms have been received in the fall, work with Amy Spector to obtain the student lists
- Work with the A to Z contact to upload the lists to the A to Z Directory
- Verify that students reflect correct grade
- Verify that students no longer at Fairhill are out of the system
- Communicate that the directory is up to date
- Manually grant parent access when necessary

Time commitment: 5-7 hours primarily in the Fall

Fun Run/Fitness Week Coordinator

Description:

- Lead a committee to coordinate which potentially is the biggest fundraiser of the year.
- Load all families onto the 99pledges platform (if committee decides to use 99pledges)
- Send communications to families
- Send updates to staff
- Coordinate incentives
- Work with school to roll out the event

Time commitment: 10-15 hours prior to the Fun Run/Fitness Week