

2016-2017

BWS Parent Committee Volunteer Job Descriptions

For Classroom:

Class Communication Leaders (CCL): facilitate communication among class parents, teachers and school leadership. Email is useful for this. It takes about one hour each month for one CCL to do a good job. CCLs are invited to attend (or send a delegate to) short monthly meetings with our heads of school. Other duties include helping with communication among those parents working on IFA projects, teacher appreciation lunch and any classroom parties.

IFA Live Auction Project Leaders: help coordinate and facilitate completion of IFA Live Auction Item for your grade.

IFA Raffle Project Leaders: help coordinate and facilitate completion of IFA Raffle Item for your homeroom.

Teacher Appreciation Lunch Coordinators: Coordinate a staff lunch on your grades given month.

Quarterly Party Coordinator: plan and coordinate quarterly classroom party (Ex. pizza party). Contact teacher for best day and time for celebration.

For School:

Scripts Program Driver: pick up monthly gift card orders for Scripts coordinator. On occasion, it may be twice on certain months (special orders or holiday time). Scripts office located in Broadview Heights.

Book Fair Coordinator: Plan the book fair, order the kit, coordinate volunteers for setup, teardown and sales. Two book fairs per school year (Fall & Spring)

IFA Class Projects Coordinator: Make sure the classrooms are creating their projects. Contact can be through the CCL or the person who is coordinating the items for that grade.

SchoolKidz Program Coordinator: (April-May) Coordinate the school supply order program. Includes verifying that the teacher lists are correct, determining what will be in the kit and what will be extra. Create packet to send to parents, collect orders, place final order. (August) Receive order and sort for pick-up. This job can be done by one person or a team.

Parent Committee Secretary: Keep minutes of the meetings, general correspondence. Typically, only three meetings per year (Nov, Feb and April).

If you are interested in volunteering for any of these opportunities, please contact either Greg Gordon at gordon@birchwoodshcool.org or Celeste D'Souza at celeste.dsouza@yahoo.com