

BWSH Parent Committee Volunteer Job Descriptions

2017 2018

These available positions offer ways to complete your 5-hour volunteer hour commitment. All volunteer opportunities are now available online for sign-up via [SignUpGenius](#).

For Classroom:

Class Communication Leaders (CCL) aka Homeroom parent: facilitate communication among class parents, teachers and school leadership. Attend (or send a delegate) to short monthly meetings with our heads of school. Coordinate one monthly staff lunch. Make sure that someone is handling IFA projects and help with communication among other classroom parent volunteers.

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.

New Family Buddy: reach out and communicate regularly with new families in your class throughout the year as they get acquainted. Perhaps to answer simple questions and/or to discuss upcoming events at the school.

Quarterly Party Coordinator (one per quarter): plan and coordinate quarterly classroom party (Ex. pizza party, ice cream social, popcorn party). Contact teacher for best day and time for celebration.

International Festival & Auction (IFA):

IFA is our biggest fundraiser! We need committee heads for the following jobs. It is not designed that one person do all the work, but one person needs to be a point person for the applicable group. There will be guidance on all jobs!

Food Coordinator: coordinate the kitchen and food service.

Tech Coordinator: coordinate technical aspects of the event.

Decorations: design and order decorations. Make sure setup crew knows the plan.

For School:

Book Fair Coordinator: (Fall & Spring) Plan the book fair, order the kit, coordinate volunteers for set up, teardown and sales.

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

Box Tops / Labels for Education Coordinator: Meet with Leadership class to ensure labels are collected, clipped and packaged correctly. Package and mail the labels; make sure the tally sheet is included inside and mail.

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.

Graduation Program / Design: (May-June) Send Advertising flyer to 8th grade families; post to website/weekly email. Gather ads and payments. Gather student information and program details/events. Put together the program. Send to printer.

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 [cgsouza@birchwoodschool.org](mailto:cdsouza@birchwoodschool.org)