

Volunteer Coordinator

Work with Vice President-Membership to prepare volunteer registration forms sent home over the summer. This job requires some work over the summer. Volunteer to assist with summer mailing, assist on Registration days in August, and make copies in August. Using registration form results, prepare volunteer lists for each committee. Following Security and Record Retention Policies, generate volunteer lists for classes, booster clubs, college career center, etc as needed. Set up schedule for volunteers and alternatives to work in the Attendance Office and the Main Office. Establishes the roles of the volunteers. Attend General PTSA meetings to ensure enough volunteers are available for upcoming events.