

Owen PTA Volunteer Job Descriptions

Budget & Finance Chairperson: A person is needed to work with the Treasurer to monitor and maintain the budget. This person would also serve on the PTA Board and attend all board and general meetings.

- **Audit Committee Volunteer:** Volunteers are needed to audit the PTA financial records at the close of the fiscal year (after June bank statement is received). NO experience is necessary!

Owen PTA Volunteer Job Descriptions

Educational Enrichment Chairperson 1: A chairperson is needed to oversee the event coordinators of Art Awareness, Assemblies, Reflections, Science Fair, Variety Show and World Kaleidoscope. This person would also serve on the PTA Board and attend all board and general meetings.

- **Art Awareness Coordinator:** A coordinator is needed to schedule volunteers and host one “Introduction” meeting to review the procedures and material location with new volunteers.
 - **Art Awareness Volunteer:** Volunteers are needed to present an informational biography about amazing artists and show examples of the artists’ work to the students. All the materials and information is already prepared and suggestions are included in Artist Folders. Three volunteers are needed for each grade level.
- **Assembly Coordinator(s):** A coordinator(s) is needed to schedule Owen’s assemblies for the year. We have examples of previous ideas and you can generate new ideas of your own.
- **Reflections Coordinator:** A coordinator is needed to collect and submit students’ work for this National PTA creative arts program. This is an ongoing, once a year project, but you must start in late spring for the next year’s event.
 - **Reflections Volunteer:** Volunteers are needed to help the coordinator get all the Owen students’ works of art submitted before the contest deadline.
- **Science Fair Coordinator(s):** A volunteer(s) is needed to oversee the planning of the school wide non-competitive Science Fair. (Winter)
 - **Science Fair Volunteer:** Volunteers are needed to help with the planning of the Science Fair and to help at the event.
- **Variety Show Coordinator(s):** A coordinator(s) is needed to put together a variety show for students in 3rd through 5th grade.
 - **Variety Show Volunteer:** Volunteers are needed to help with the auditions, rehearsals and show.
- **World Kaleidoscope/Diversity Coordinator(s):** A coordinator(s) is needed to plan a school-wide diversity education program. Program will highlight the cultures of various countries.
 - **World Kaleidoscope/Diversity Committee:** Volunteers are needed to help plan a school-wide diversity education program and present the program to the Owen students.

Owen PTA Volunteer Job Descriptions

Educational Enrichment Chairperson 2: A chairperson is needed to oversee the event coordinators of Publishing Centers (KinderPress, First Edition, Going2Press, Grade 3 and Grade 4). This person would also serve on the PTA Board and attend all board and general meetings.

- **K-2 Publishing Center Coordinator(s):** A coordinator(s) is needed to oversee KinderPress, First Edition and Going2Press, by working with each of the coordinators and ordering necessary supplies.
 - **KinderPress Coordinator(s):** A coordinator(s) is needed to oversee KinderPress and schedule volunteers to produce the books that the kindergartners write.
 - **KinderPress Volunteer:** Volunteers are needed to help guide the kindergartners with writing their stories, type and assemble in a board-book format.
 - **First Edition Coordinator(s):** A coordinator(s) is needed to oversee First Edition and schedule volunteers to help the 1st graders write and illustrate their own books.
 - **First Edition Volunteer:** Volunteers are needed to help guide the 1st graders with writing their stories, type and assemble in a board-book format.
 - **Going2Press Coordinator(s):** A coordinator(s) is needed to oversee Going 2 Press and schedule volunteers to help the 2nd graders write and illustrate their own books.
 - **Going2Press Volunteer:** Volunteers are needed to help guide the 2nd graders with writing their stories, type and assemble in a board-book format.
- **Publishing Center Coordinator (grades 3-5):** A coordinator(s) is needed for grade levels 3 and 4, to schedule volunteers, meet with grade level coordinators and order necessary supplies.
 - **3rd Grade Publishing Coordinator(s):** A coordinator(s) is needed to oversee Publishing Center for grade 3 and schedule volunteers to help produce the books.
 - **3rd Grade Publishing Volunteer:** Volunteers are needed to work with the 3rd grade students to complete the writing and illustration of their own books.
 - **4th Grade Publishing Coordinator(s):** A coordinator(s) is needed to oversee Publishing Center for grade 4 and schedule volunteers to help produce the books.
 - **4th Grade Publishing Volunteer:** Volunteers are needed to work with the 4th grade students to complete writing and illustration of their own books.

Owen PTA Volunteer Job Descriptions

Environmental Chairperson: A chairperson is needed to help promote environmental issues that relate to the school and our students, and work with the administration and teachers to incorporate green practices. This person would also serve on the PTA Board and attend all board and general meetings.

- **Environmental Committee:** Volunteers are needed to help establish, plan and promote environmental issues at Owen.
- **Green Owls Eco Club Coordinator(s):** A coordinator(s) is needed to plan after school meetings for students and parents to help promote environmental awareness. Meetings are currently held on a monthly basis.
 - **Green Owls Eco Club Committee:** Volunteers are needed to assist the club coordinator(s) with planning meetings and tasks during meetings.
- **Walk to School Week Committee:** Volunteers are needed to plan events around Walk to School Week during the first week of October.

Owen PTA Volunteer Job Descriptions

Health & Safety Chairperson: A chairperson is needed to oversee the coordinators of Helping Hands, Red Ribbon Week, Spring Field Day and Vision & Hearing. This person would also serve on the PTA Board and attend all board and general meetings.

- **Helping Hands Coordinator:** A coordinator is needed to distribute information to parents, forward applications, maintain current lists of approved applicants, distribute Helping Hand signs and attend one meeting in the fall and one in the spring with the 204 coordinator.
- **Red Ribbon Week Coordinator:** A coordinator is needed to work with the Student Services director (Mr. Martin) to plan the week, order “giveaways” for the students and put up red ribbons around the trees on property.
- **Spring Field Day Coordinator(s):** A coordinator(s) works with the P.E. teacher to create a fun-filled day of outdoor activities in May.
 - **Spring Field Day Volunteer:** Volunteers are needed to supervise the students as they move through their day outdoors.
- **Vision & Hearing Coordinator:** A coordinator is needed to work with the school nurse to schedule volunteers to help with vision and hearing screenings.
 - **Vision & Hearing Volunteer:** Volunteers are needed to help assist the school nurse/teachers with escorting the kids to and from class during screenings.

Owen PTA Volunteer Job Descriptions

IPPC Representative: A representative of the Owen PTA is needed to attend the Indian Prairie Parents Council meetings held once a month at 9:30a.m. at the District Education Center (currently on a Thursday AM). The IPPC representative is an Owen PTA board member and is also responsible for attending monthly board meetings, as well as general PTA meetings to report on IPPC activities.

IPSN (Indian Prairie Special Needs) PTA Liaison: A Liaison is needed to attend the Indian Prairie Project Special Needs PTA meetings and report back to the Owen PTA Board regarding upcoming activities.

Legislative Chairperson: A chairperson is needed for coordinating PTA efforts regarding legislation that affects children. This person would also serve on the PTA Board and attend all board and general meetings.

PDAC Liaison: This Liaison will serve as a go-between for the Owen PTA board and the Parent Diversity Advisory Council. This person will attend quarterly meetings of PDAC, help promote PDAC events, help coordinate the PDAC Open House and report back to the Owen PTA Board.

IPPA (Project Arrow) PTA Liaison: A Liaison is needed to attend the Indian Prairie Project Arrow (Project Arrow is District 204's gifted program) PTA meetings and report back to the Owen PTA Board regarding upcoming activities.

Owen PTA Volunteer Job Descriptions

Membership Chairperson: A chairperson is needed to collect membership & volunteer forms throughout the year, enter them into our database (PTO Manager) and then maintain the database throughout the year. As well as collect donation letters and monies, maintain a spreadsheet with this information and then turn the monies over to the Treasurer. This person would also serve on the PTA Board and attend all board and general meetings.

- **Bylaws Committee:** A committee is needed to review bylaws and make recommendations for change, as well as make State and National PTA mandated changes.
- **Membership Volunteer:** Volunteers are needed to help promote PTA membership by manning tables at various events throughout the year.
- **Nominating Committee:** Volunteers are needed to assemble a slate of PTA officers and Committee Chairs to serve on the PTA board. The committee submits this slate of PTA officers for approval at the March PTA meeting.
- **Student Directory Coordinator(s):** A coordinator(s) is needed to create the school-wide PTA directory. (August-October)
 - **Student Directory Volunteer:** Volunteers are needed to help proofread and sell ads for the PTA directory. (September-October)

Owen PTA Volunteer Job Descriptions

Public Relations Chairperson: A chairperson is needed to oversee the Calendar Board, Display Case, Newsletter, Photographer, Publicity/Newspaper Liaison and Scrapbook/Historian coordinators. This person would also serve on the PTA Board and attend all board and general meetings.

- **Calendar Board Volunteer:** Volunteer is needed to update both calendar boards in school on a monthly basis. (Takes about 45 minutes per month)
- **Display Case Coordinator:** A coordinator is needed to schedule the decoration of the PTA display cases with upcoming events/activities and assist committees that need help creating a display. (Takes about 2 hours per month)
- **Newsletter Coordinator(s):** A coordinator(s) is needed to create and publish submitted articles from upcoming and previous events at Owen, work with Owen administration for approval of all photos and publishing to the District's website, and the PTA Board. (Takes about 8 hours per month.)
- **Photographer Volunteers:** Volunteers are needed to take pictures at various Owen events for the school scrapbook.
- **Publicity Coordinator/Newspaper Liaison:** A coordinator is needed to draft & send press releases, and collect any published articles about our school and give them to the Historian (scrapbook person).
- **Scrapbook/Historian Volunteer:** Volunteers are needed to create a scrapbook of articles and photos (collected from various sources) from events that occurred throughout the school year.

Owen PTA Volunteer Job Descriptions

Service Chairperson: A chairperson is needed to oversee the Apparel, Community Service, Kindergarten Orientation, Picture Day and School Supply Kit coordinators. They will also oversee the Room Parents and the Social Worker Liaison. This person would serve on the PTA Board and attend all board and general meetings.

- **Apparel Coordinator(s):** A coordinator(s) is needed to review companies or product lines being solicited to the PTA. Report back to the board with recommendations, take/fill orders for merchandise with the Apparel Volunteers and arrange for its distribution with volunteer help.
 - **Apparel Volunteer:** Volunteers are needed to help assist with setting up and manning tables at various events throughout the year to sell Owen merchandise. Also helps the Apparel Coordinator distribute merchandise orders once they arrive.
- **Community Service Coordinator(s):** A coordinator(s) is needed to research and schedule monthly service projects to benefit our community.
 - **Community Service Volunteer:** Volunteers are needed to assist with monthly community service drives.
- **Kindergarten Orientation Coordinator:** A coordinator is needed to set up volunteers to escort kindergarten parents & students to and from their classrooms on the day of orientation. This is best done by a person who does not have a child entering kindergarten.
 - **Kindergarten Orientation Volunteer:** Volunteers are needed to escort kindergarten parents & students to and from their classrooms on the day of orientation. This is best done by a person who does not have a child entering kindergarten. (AM or PM shift)
- **Picture Day Coordinator:** A coordinator is needed to schedule volunteers for picture day.
 - **Picture Day Volunteer:** Volunteers are needed to help assist teachers with picture day.
- **Room Parent Volunteer:** A volunteer is needed in each classroom to help coordinate parent volunteers within the class and plan for various programs and parties throughout the year.
- **School Supply Kit Coordinator:** A coordinator is needed to review submitted materials from companies that want to sell school supply kits to the Owen PTA for the upcoming school year. Then, the coordinator will bring a recommendation to the PTA Board for approval, process the orders and schedule volunteers to help distribute the kits.
 - **School Supply Kit Volunteer:** Volunteers are needed help distribute the supply kits in August.

Owen PTA Volunteer Job Descriptions

- **Social Worker Liaison:** A volunteer is needed serve as the go-between for the PTA board and the school social worker.

Owen PTA Volunteer Job Descriptions

Social Co-Chairpersons: Two (2) people are needed for this position. These people will split the responsibilities of overseeing the 5th Grade Farewell, Curriculum Party, Donuts with Dads, Family Night, Halloween Family Event, Ice Cream Social, Muffins with Moms, Staff Appreciation Breakfast, Staff Appreciation Meal, Staff Appreciation Week and Winter Party coordinators. These people will also serve on the PTA Board and attend all board and general meetings.

- **5th Grade Farewell Coordinator(s):** A coordinator(s) is needed to consult with the 5th grade teachers to plan this year end event.
 - **5th Grade Farewell Committee:** Volunteers are needed to help plan this event.
- **Curriculum Party Coordinators:** Coordinators are needed for each grade to consult with lead teachers and head room parents to plan the annual spring semester parties. Kindergarten: Alphabet Party; 1st Grade: Solar System Party; 2nd Grade: Fairy Tale Ball; 3rd Grade: Rainforest Party; 4th Grade: State Fair Party.
 - **Curriculum Party Volunteer:** Volunteers are needed to help in each classroom during the day of the parties. Each grade has a party with a different theme. 3-4 people per class are needed.
- **Donuts with Dad Coordinator(s):** A coordinator(s) is needed to organize and run semiannual Donuts with Dads morning events.
- **Family Night Coordinator(s):** A coordinator(s) is needed to plan a fun, PTA-sponsored event for all the Owen families to attend.
 - **Family Night Volunteer:** Volunteers are needed to help the coordinator with this event.
- **Halloween Family Event Coordinator(s):** A coordinator(s) is needed to oversee the planning of activities, entertainment, food, prizes, and ticket sales of this fall event.
 - **Halloween Family Event Committee:** Volunteers are needed to help the coordinator with this event.
- **Ice Cream Social Coordinator:** A coordinator is needed to schedule this back-to-school ice cream party. The event is planned at the end of the current school year for the following school year.
 - **Ice Cream Social Volunteer:** Volunteers are needed to help with this event. (August)
- **Muffins with Moms Coordinator:** A coordinator is needed to plan semiannual school event (takes place in the morning before the start of the school day).
- **Staff Appreciation Breakfast Coordinator:** A coordinator is needed to plan and set up a back-to-school breakfast for the staff in August.

Owen PTA Volunteer Job Descriptions

- **Staff Appreciation Meal Coordinator:** A coordinator is needed to plan and set up a meal for the staff during the November Parent-Teacher conferences.
- **Staff Appreciation Week Coordinator:** A coordinator is needed to plan a week of events during Staff Appreciation Week in May.
 - **Staff Appreciation Week Volunteer:** Volunteers are needed to assist with the various events throughout the week.
- **Winter Party Coordinator(s):** A coordinator(s) is needed to plan a school-wide Winter Party that will take place in the classrooms before Winter Break.
 - **Winter Party Committee:** Volunteers are needed to help plan a school-wide Winter Party that will take place in the classrooms before Winter Break.

Owen PTA Volunteer Job Descriptions

Ways & Means Chairperson: A chairperson is needed to oversee and report on all fundraising for the PTA. This person will also oversee the Box Tops for Education, Business Partners, Labels for Education, Market Day, Recycling Fundraiser and Resale coordinators as well as serve on the PTA Board and attend all board and general meetings.

- **Box Tops for Education Coordinator(s):** A coordinator(s) is needed to schedule volunteers to help with and promote this program throughout the school.
 - **Box Tops for Education Volunteer:** Volunteers are needed to collect, trim and send the box tops back to the company twice a year.
- **Business Partners Volunteer:** Volunteers are needed to solicit donations throughout the year for various PTA activities/events and arrange and advertise family dinner fundraising nights at selected local restaurants.
- **Labels for Education Coordinator(s):** A coordinator(s) is needed to schedule volunteers to help with and promote this program throughout the school.
 - **Labels for Education Volunteer:** Volunteers are needed to collect, trim and send the Labels back to the company twice per year.
- **Market Day Coordinators:** Two (2) coordinators are needed to promote this monthly fundraiser, process orders and organize volunteers to help with the sale each month.
 - **Market Day Volunteer:** Volunteers are needed each month to help inventory the food and then fill the orders. (Takes about 30 minutes each month)
- **Recycling Fundraiser Coordinator:** A coordinator is needed to run our printer cartridge and cell phone recycling fundraiser throughout the year.
- **Resale Committee:** Committee members are needed to help plan our year's biggest fundraiser. The resale event happens twice a year (fall/spring) and there is a well-established procedure/checklist for this event. Committee members attend planning meetings during the year, must help at both sales with set-up on Wednesday, Thursday and Friday prior to the sale; help with presale on Friday night, be at the sale all day on Saturday, and help with tickets Sunday.
 - **Resale Committee Representative:** A member of the Resale Committee is needed to act as the go-between for the PTA board and the Resale committee.
 - **Resale Volunteer:** Volunteers are needed to work a 4 hour shift at the Fall and Spring Resale.

Owen PTA Volunteer Job Descriptions

SOS Volunteers: Volunteers who are not on a specific committee but are available to work on various projects throughout the year on an as needed basis.