

Bishop's Peak Elementary School
Volunteer Coordinator
Job Description/Procedure

Purpose:

To inform PTA Coordinators/Chairs of school fundraiser and school programs of the list of parent volunteers who would like to contribute. To be of assistance for any school fundraiser or program that needs more parent volunteers.

- At the beginning of each school year, the parent volunteer forms will be forwarded via the PTA President. Create a spreadsheet for each school fundraiser/program noted on the form.
- Send a hardcopy and email the parent volunteer spreadsheet to the PTA Coordinators/Chairs
- Use the database of parent volunteers to recruit via email the future volunteer needs of the PTA