

Volunteer Coordinator

Description: Prepare volunteer survey for distribution at beginning of the year. Prepare a volunteer database for contact. Call volunteers as needed for various functions. Help with functions (bingo, carnival, meetings, etc).

Responsibilities

1. Keep track of all volunteer hours for the PTA.
2. Plan and coordinate Volunteer Appreciation & Recognition activities.
3. Attend all Executive Board and General Assembly meetings - and notify Vice President when unable to do so.
4. Submit a written work plan for the year to the Executive Committee for approval as well as any changes to the plan during the year.
5. Prepare and submit a budget to the Budget Committee prior to its planning meeting.