

LANGAN SCHOOL PTO VOLUNTEER POSITION JOB AGREEMENT

Job Title: School Events & Volunteer Committee Chair

Position summary: The School Events & Volunteer Committee Chair is responsible for the planning, volunteer recruitment and volunteer training of all PTO events and initiatives. The committee chair is the essential point person to the event lead and will help support the planning and execution of an individual event, including programming, managing/training volunteers and correspondence with appropriate students, faculty and community members.

Essential Duties and Responsibilities:

- The School Events & Volunteer Committee Chair acts as a key contact point between the PTO President/Vice President, parents, school staff, and sometimes the wider community as the chair of the School Events & Volunteer committee.
- The School Events & Volunteer Committee Chair will work with the PTO President, Vice-President and the Center and School administration to set school event and volunteer priorities for the school year.
- The School Events & Volunteer Committee Chair will recruit and direct volunteers to participate in initiatives undertaken by the PTO. They must delegate appropriate duties to volunteers and oversee all volunteer training.
- The School Events & Volunteer Committee will serve as the point person for all PTO led events. They will delegate and manage tasks to committee members and event volunteers.
- Evaluate the success of and report the results of all PTO event initiatives to PTO and school administration.
- Work with school administration and staff to communicate and promote the good work and results of PTO School Events & Volunteer committee initiatives
- Ensure timely response and reply to emails and phone calls from school administration, Center leadership, Langan School staff and fellow PTO members and parents.
- Present a neat and professional appearance while executing PTO duties.