

# **Classroom Volunteer Position Description**

## **Room Parent**

Will coordinate classroom volunteers, who will assume responsibility for class parties and activities, as well as class participation in school events and fund-raising activities. Responsible for teacher gifts (Birthday, Christmas, and End-of-Year) adhering to the guidelines set forth in Room Parent Handbook.

## **Party Coordinators**

Responsible for planning, organizing, and coordinating the Thanksgiving, Christmas, Valentine's Day, and End-of Year Class parties.

## **Sally Foster Class Coordinator**

This is our most popular fundraiser running from September 2nd through September 12<sup>th</sup>. You will be responsible for collecting classroom orders and checks and distributing the purchased items to parents in the class.

## **Winter Festival Class Booth Coordinator**

Responsible for planning the class booth, organizing parent volunteers, and attending planning meeting.

## **Spring Fling Class Auction Basket Coordinator**

Responsible for organizing the class-sponsored auction basket.

## **Spring Fling Class Personalized Gift Coordinator**

Responsible for organizing the personalized class gift.

## **Bake Sale Class Coordinator**

Responsible for organizing the one-time bake sale for the class. Proceeds go toward class needs.

## **Math Super-Stars Assistants (K – 3<sup>rd</sup>)**

Responsible for the weekly Math Super Stars lesson, and for checking and returning completed lessons.

## **Book Order Coordinator**

Responsible for coordinating the monthly book order forms.

## **Field Day Assistant**

Will help coordinate volunteers for the classroom Field Day team activities.

## **Teacher Appreciation Week**

Responsible for coordinating activities and volunteers for your classroom as needed by the Teacher Appreciation Week Committee.