

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.

Cady Fundraising (Gift Catalog) Class Coordinator

This is our most popular fundraiser running from September 1st through September 14th. 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 – 3rd)

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

Scholastic 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.

Teacher Appreciation Brunch Coordinator

Responsible for organizing the one-time Teacher Appreciation Brunch for your grade. This job is shared with the coordinator from both classrooms of each grade.