

SUNSET ELEMENTARY PTA OPEN POSITION DESCRIPTIONS

QUESTIONS? WANT TO VOLUNTEER? PLEASE EMAIL KIM CLARKE kimcarn@kpaclarke.org

ART DOCENT – CO-CHAIR

Do you love art and want to make sure we have a thriving art program at Sunset? Sign up for Art Docent Co-Chair! Join seasoned Chair, Jenny Juang, to oversee the art docent program and help recruit 1 – 2 art docent volunteers from each classroom. Ensure docents are aware of the art supplies available and know how the docent program works. You communicate with the docents, providing encouragement and assistance as needed. Jenny will teach you everything you need to know. This is a great role, if you'd like to help with the program, but are hesitant to run it without more experience.

GARDEN CO-CHAIR

Come play in the dirt! Sunset has been awarded a Whole Foods Garden Grant, and we now have a thriving garden. If you have an interest in hands-on educational fun with plants, compost, and digging in the dirt, this is a great opportunity to lead the garden effort, spreading your love of gardening and showing kids and families how much fun (and fruitful!) it can be. Join experienced Chair, Shonna Nissan, in sharing this wonderful resource with Sunset kids.

FUNDRAISING DIRECTOR

Raising funds is critical for all PTA events and initiatives. Oversee the Fundraising activities, ensuring the Chairs know their responsibilities and have access to the necessary tools and resources to succeed in their roles. You are a resource for your Chairs, helping them work through challenges, resolve issues and find information relevant to their role and tasks. An important part of this role is to provide visibility and recognition for your Chairs' volunteering efforts and contributions. Checking in periodically with each Chair helps ensure they are getting the support they need, and know their work is valued. This is an opportunity to learn about a variety of roles, and have a broad impact on the PTA.

CORPORATE MATCHING

Employer matching contributions are a huge percentage of our PTA funds. You would be responsible for promoting and tracking corporate matching gifts for PTA donations. When needed, educate families about the corporate matching process. Work with the Treasurer to run reports of outstanding corporate matching, and reach out to donors to remind them of the opportunity to enhance their donation through their employer's matching program (in most cases, people have simply forgotten to submit the necessary forms to make it happen.) Help multiply PTA funds with just a little communication!

ORANGE RULE (SPRING WALK-A-THON)

Love sharing your school spirit and earning money for the school? Manage the school walk-a-thon, which is typically done in the Spring. It's a great opportunity to interact with the kids, teachers and staff in an exciting and fun environment. Orange Ruler has all that is needed to run the fundraising and fun run. Your role is to work with them, along with Principal Dorey and the teachers to work through any logistics (eg: when will each class get their Snow Cone party?) and promote the program to kids and parents. After the event, work with other volunteers to reconcile checks and cash received with online records (most donations will come through credit card and do not need to be reconciled). Follow up with donors with reminders for unpaid pledges. And enjoy being called Mr. / Ms. Orange Ruler by hundreds of kids until you've moved on to the middle school!

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HOSPITALITY DIRECTOR

Oversee the Hospitality activities, ensuring the Chairs know their responsibilities and have access to the necessary tools and resources to succeed in their roles. You are a resource for your Chairs, helping them work through challenges, resolve issues and find information relevant to their role and tasks. An important part of this role is to provide visibility and recognition for your Chairs' volunteering efforts and contributions. Checking in periodically with each Chair helps ensure they are getting the support they need, and know their work is valued. This is an opportunity to learn about a variety of roles, and have a broad impact on the PTA.

STAFF APPRECIATION CO-CHAIR

Join experienced Chair, Amy Korb, to teach gratitude in a fun and enjoyable way. The Week encourages students to express their appreciation for those who work so hard to provide them with a fun, safe, clean and educational school experience. You create a fun theme and a different focus for each day of Week (e.g.: thank you notes; small gift; snack). Typically, a luncheon is hosted in the staff lounge. Themes and events vary and creativity is welcome!

VOLUNTEERS DIRECTOR

Oversee the Volunteers activities, ensuring the Chairs know their responsibilities and have access to the necessary tools and resources to succeed in their roles. You are a resource for your Chairs, helping them work through challenges, resolve issues and find information relevant to their role and tasks. An important part of this role is to provide visibility and recognition for your Chairs' volunteering efforts and contributions. Checking in periodically with each Chair helps ensure they are getting the support they need, and know their work is valued. This is an opportunity to learn about a variety of roles, and have a broad impact on the PTA.

DADS-AT-RECESS BOOTH STAFFING CHAIR

Dads-at-Recess is a beloved monthly event. But to make it possible, we need to ensure someone is staffing the check-in booth. Staffing the booth involves greeting the Dads (or Moms or Grandparents), and directing them to check-in. If they aren't yet an approved Volunteer (as indicated on the check-in form), then you direct them to the office, where the administrative staff will help.

KINDERGARTEN ROUND-UP

This role involves assembling packets for Kindergarten Registration. The content is provided to you. Your envelope stuffing skills will come in very handy for this one.

VOLUNTEERS FOR ISSAQUAH SCHOOLS (VIS)

VIS is an organization of volunteers who educate and promote events that help our schools, such as district Bonds and Levies. As the VIS liaison, you learn about what is happening in our community, and help pass on key information to the Sunset community.