


Earns this much volunteer hours/person/job item	Job Title	Job Description	Volunteers
10 hrs.	Head Volunteer Coordinator	Leads the sign-up process. Reminds volunteers of their job duties via email prior to current event. Coordinates all volunteer jobs. Makes sure that there are sufficient volunteers for each event.	OPEN OFFICER POSITION
10 hrs.	Secretary	Is liable and responsible for the CHASE BUSINESS PTO Account. Has 1 of 2 Business Debit Cards in possession. Prepares and updates the PTO BYLAWS. Prepares volunteer job descriptions, manages sign-up list and follow-up communication during the sign-up process, manages payments, confirms assignments to parents at the end of October. Prepares and monitors email communication via the GermanSchoolPTO@gmail.com account.	Saskia Stamm
10 hrs.	Treasurer, PTO registration	Handles the volunteer organizations budget. Tracks costs and incomes. Issues budget status review to parents 2x year (approx. Dec and May). Is responsible for maintain and safe keeping receipts and records of all items purchased by the PTO.	Andrea Oberle
10 hrs.	Historian, Photographer	Compiles photo albums and information regarding our school and school events during the school year. Takes classroom & event pictures for our website or advertising. Updates event photos on the schools's website and on facebook.	OPEN OFFICER POSITION
10 hrs.	Communications Specialist	ensures email addresses are kept up to date, sends out news letters, designs Invitations for school related Events Issues Volunteer Organization & Events related newsletters to Parents (approx 6-8/year)	OPEN OFFICER POSITION
	Open House	Organize and execute the Open House event (2014-2015 school year)	HANDLED BY THE MEMBERS OF THE PTO

5 hrs.	Laternen Basteln for St. Martin	Lead and organize a "Laternen Basteln" Workshop for the Children 1 Volunteer	
5 hrs.	St. Martin	(1)Organizes sign-up sheets & collects money; (2)helps with set-up, (3)helps with clean-up, (4)helps during event	need 5 Volunteers

5 hrs.	Christmas Party (December 6th, 2014)	(1)Organizes sign-up sheets & collects money; (2)helps with decoration & set-up (3) Helps during event and with clean-up, (5) helps with Bake Sale	need 8 Volunteers
10 hrs	Christmas Show Coordinator	Assembles the program together with Svenja & the Teachers, Practices with Children Looking for someone to prepare SLIDE SHOW and provide MUSIC during the Festival	Children will prepare in class with teachers and with Intern _____. 1 Volunteer needed
5 hrs	NIKOLAUS 	Nikolaus will be arriving at the Christmas Festival to distribute Presents (Books provided and wrapped by parents) on December 6 th , 2014. We are looking for a MALE volunteer. Preferably, a parent whose child/ren have already discovered the truth behind Nikolaus.	1 Volunteer needed
5 hrs.	Flea Market / Spring Fundraiser	(1) Facilitates the collection of donations (2) Prices and Organizes the donations before event (3) Sets-up the fund raiser event, helps during event, (4) Cleans-up and helps during event. (5) approach potential sponsors and donors (for example German food that we sell during the event)	8 Volunteers needed

5 hrs.	Year-end Party/SUMMERFESTIVAL	(1)Organizes sign-up sheets & collects money; (2)Shops for food and supplies for the event, (3)helps with set-up & clean-up, (4)helps with grilling (5) helps with competitions	10 volunteers needed
1 hr	Cakes (year around)	Donates cakes for bake sale, helps with bake sale. 1 cake donation will equal to 1 hr of time donated. Volunteers may sign up for multiple cake donations to fulfill their volunteer time.	10 Volunteers needed
10 hrs.	T-Shirt Sales (year around)	Promote and sell school T-shirts throughout the school year. Help with order and distribution. 1 volunteer will be designated for each event.	8 Volunteers needed
10 hrs.	School Promotions Team Member	Help set up and carry out/distribute promotional activities for the school. Helps to create a relationship with potential sponsors.	2 Volunteers needed
10 hrs.	Design & Digital production	Designs and produces event flyers, newsletters and other communication material. Familiar with digital editing and design.	OPEN POSITION