**JRE PTA Program and Event Coordinator Descriptions**

**2015-16**

**Art Docent Coordinator**

* Recruit and help train volunteer art docents
* Ensure that the art docent program is being implemented through the school regularly
* Manage the Art Docent budget in coordination with the Enrichment Coordinator

**Art Walk Coordinator**

* Help plan and implement the annual Art Walk
* Manage the Art Walk budget in coordination with the Enrichment Coordinator
* Recruit volunteers for the Art Walk
* Coordinate with teachers to ensure class involvement

**Assistant Treasurer**

* Assists the Treasurer with the budgeting process and annual financial audit
* Prepares deposits and provides documentation to the Treasurer for recording
* Assists the Treasurer with check disbursements
* Assists the fund raising event Coordinators with financial record keeping (counting money).

**Gala/Auction Coordinators**

* Establish an auction/gala committee
* Keep the Executive Committee and Board of Directors appraised of plans on a monthly basis
* Provide oversight of logistics, operations, volunteer and staff coordination, sound, decorations, catering, procurement and more!

**Book Fair**

* Help plan and implement JRE Book Fair
* Work with PTA, principal, librarian, and staff to plan date and scope of Fair
* Communicate with vendor
* Recruit and coordinate volunteers for the event.

**Box Tops/Campbell's**

* Promote the programs for JRE community participation – this is a fund raising activity
* Collect Box Tops, Campbell's Labels and record and process them as required by each program

**Choir Parent Rep/Helper**

* Assists JRE music teacher at choir practices on Mondays at 4:00 to check students out to parents
* Helps coordinate parents of choir participants to provide snacks for the choir
* Assists JRE music teacher with choir duties

**Cookie Dough/Popcorn Sale Coordinator**

* Works with vendor to schedule cookie dough sale
* Promotes sale throughout JRE community
* Ensures that payments are received, tallied, etc.
* Coordinates volunteers to help with distribution

**Company Matching Funds Coordinator**

* Work with the PTA Treasurer and Fund Raising Chair to make sure this opportunity is being properly taken advantage of
* Promote the opportunity for a Corporate Match to the JRE Community

**Direct Ask Coordinator**

* Coordinate the JRE PTA "Direct Ask" Campaign
* Establish a committee
* Work with the JRE PTA Fundraising Chair to run this campaign

**Directory Coordinator**

* Compiles student/parent information collected in first day packets
* Verifies with teacher and/or JRE staff that class lists are complete and accurate
* Produces a school directory with all student names and phone numbers/emails when provided
* Ensure JRE Staff directory is accurate
* Arrange for copying and distribution of the directory at the end of September

**Environmental Steward Parent Representative**

* Assist the JRE Custodian to determine when playground and garden maintenance should be carried out
* Recruit and coordinate volunteers to assist in various activities. In the past these have included repainting the lines and classroom numbers on the playground, weeding garden beds, watering the raised playground beds over the summer
* Recruit and coordinate volunteers interested in reducing the environmental footprint of our school through the work of the Green Team.
* Upcycle various commonly used goods from our waste stream

**Fall or Winter Festival Coordinator(s)**

* Create a plan of action and coordinate it with the PTA Treasurer to fit within budget constraints
* Coordinate date/times of event with the principal
* Recruit and coordinate volunteers for the event

**Field Day Coordinator**

* Help plan and implement annual field day in conjunction with JRE principal and staff
* Create a plan of action and coordinate it with the PTA Treasurer to fit within budget constraints
* Recruit and coordinate volunteers for the event (typically the 2nd to last day of school)

**Financial Review Committee (3 members)**

* Assist the PTA Treasurer in reviewing the previous year's budget
* This occurs in August and January

**Food Bank Coordinator**

* Coordinates food drives with in the JRE Community to help meet the needs of JRE families
* Works with the HIP Coordinator to supplement holiday/vacation food boxes
* Maintains an emergency food bank/pantry accessible to JRE families through JR counselor, teacher or other staff member
* Meets regularly with the PTA Family Connection Liaison to make sure needs (volunteer, financial) are being met

**Grant Writing**

* Research and prepare grants offered in the community to assist with funding PTA events/programs
* Share grant information with the Fund Raising Chair

**HIP (Hunger Intervention Program) Representative**

* Acts as a liaison between the HIP Program and JRE PTA
* Meets regularly with the PTA Family Connections Liaison to make sure needs (volunteer, financial) are being met
* Ensures weekend backpack distribution process is in place

**Kindergarten Tours**

* Work with the principal to coordinate kindergarten tours for incoming families
* Recruit and coordinate volunteers for the tours
* Ensure that tour volunteers have the necessary information to "handle" the group

**Kindergarten Play dates**

* Schedule and host a couple of play dates at the JRE playground over the summer for incoming kindergarten families (often popsicles are served!)
* Send out a letter inviting families with incoming kindergarteners to attend (addresses available from JRE school secretary)
* Ensure that the current JRE school community is invited

**Library Parent Representative**

* Assist the JRE librarian with library duties
* Help JRE librarian by recruiting and coordinating volunteers when needed

**Lost and Found**

* Work with JRE staff to keep lost and found items orderly and accessible
* Coordinate the donation of unclaimed lost and found items at a regular interval
* Communicate with JRE community via PTA Weekly Message/kid mail about Lost and Found

**Lunchroom Coordinator**

* Recruit and coordinate volunteers for the lunchroom

**Move-a-Thon Co-Chairs**

* Create a plan of action and coordinate it with the PTA Treasurer to fit within budget constraints
* Promote the event in the JRE community
* Recruit and coordinate volunteers for the event
* Procure prizes or incentives to motivate JRE students to participate
* Ensure logistics for the event including sound system, refreshments, etc

**Otter Apparel**

* Organizes the sale and distribution

**Performance Parent Representative**

* Assists JRE Music Teacher during evening music concerts
* Recruits and coordinates volunteers for evening music concerts

**PTA Membership**

* Along with the Executive Board, lead PTA membership recruitment
* Collect PTA enrollment forms and process appropriately
* Enroll members on the WSPTA web-based system
* Work with the PTA Treasurer to send fees and remittance forms to council/State PRA on a regular basis

**JRE Mariner's Game**

* Communicate with JRE community via PTA Weekly Message and kidmail to promote JRE Mariner's Game
* Ensure that payments are received and tallied

**Room Parent Coordinator/Teacher Appreciation**

* Works directly with JRE teachers to recruit and facilitate Room Parents (RP) for each classroom
* Communicates regularly with teachers and RP about ongoing school related programs and events via email and personal contact
* Work with the PTA Family Connection Liaison to disseminate and collect information
* Organize and oversee auction class projects
* Coordinate staff appreciation events (teacher appreciation week, etc.)

**Safety Parent Representative**

* Ensure each classroom has updated emergency supplies
* Order and restock supplies as needed
* Work with JRE Principal to coordinate school-wide safety procedures
* Meet with JRE Principal on a regular basis to discuss school safety concerns
* Attend monthly JRE safety committee meeting

**Saltwater Tank**

* Maintain JRE saltwater tank – requires training from current Saltwater Tank Coordinator
* Includes cleaning, feeding and ensuring tank equipment is maintained/repaired

**School Pictures**

* Work with JRE staff and teachers to prepare a schedule of photo times
* Schedule individual and classroom photos with outside photographer
* Handle order forms and payments for photos
* Recruit and coordinate volunteers to assist on picture day(s)
* Assist the photographer on picture day
* Distribute finished photos to classrooms

**STEM Docent Coordinator**

* Recruit and help train volunteer STEM docents
* Ensure that the STEM docent program is being implemented through the school regularly
* Manage the STEM docent budget in coordination with the PTA Enrichment Coordinator

**STEM Enrichment Coordinator**

* Manages all PTA-sponsored science and math enrichment programs
* Manage the STEM Enrichment budget along with the PTA Enrichment Coordinator
* Manage the distribution of school science kits
* Support JRE teachers and staff with STEM programs
* Recruit and Oversee volunteers to run and support STEM enrichment programs and events

**Swim Program Head Lifeguard**

* Assist JRE Gym teacher with the swim program
* Assist JRE Gym teacher by coordinating staffing for the weekly swim program by ensuring there are the appropriate number of lifeguards and instructors scheduled for each session

**Traffic Coordinator**

* Recruit and schedule volunteers for traffic drop off/pick up – both mornings and afternoons
* Produces and sends out traffic safety fliers and reminders throughout the year via PTA Weekly Message and/or kid mail.
* Ensures traffic safety supplies (flags, vests, etc.) are adequate.

**Tutors Coordinator**

* Communicates with JRE teachers to find out tutoring needs
* Contacts community organizations to find potential tutors – including UW, Nathan Hale, local churches, JRE community
* Ensures that all tutors complete a volunteer form and background check

**PTA Webmaster**

* Maintains and updates the PTA website in a timely manner

**Yearbook Editor**

* Handles order forms and payments for JRE Yearbook
* Communicates with JRE community about sharing photos throughout the year

**Young Authors Coordinator**

* Work with JRE staff to plan and implement the event
* Recruit and direct volunteers as needed for the program