

VOLUNTEER COORDINATOR

Volunteer Coordinator shall be responsible for soliciting and securing volunteers from the membership for PTA of school needs. Volunteer Coordinator shall keep an organized database that is accessible to other committees and ensure that all members that have volunteered are given the opportunity to help. Volunteer Coordinator shall coordinate with other committees on an ongoing basis to ensure that the appropriate volunteers are present when needed. Volunteer Coordinator reports to the board on needs and progress.

Other Duties:

- Attend monthly PTA meetings
- Check email regularly

The PTA has set up gmail email addresses for the various positions. These email addresses were created to keep PTA separate from personal email accounts since the person who does the coordinating changes.

Please do not change the password or set up email forwarding to a different email address. PTA recommends to help keep thing organized to created different folders for the different aspects of the position. Thank You again for volunteering for this position.

Login information for account is:

