

# JRES PTA - Job Description

## Watch D.O.G. Coordinator



**Time commitment:** few hours each month

*Busy peaks are:* fall = planning meetings, assembling a committee. Day of Event (beginning of school, evening)

**Responsibilities:** Summarized from bullet points below the Watch D.O.G Coordinator has the core responsibility of working with the Administration to coordinate Watch D.O.G events and volunteerism.

### **Watch Dog Coordinator Duties:**

- Maintain a calendar of D.O.G.s scheduled to volunteer.
- Be available to answer questions and assist D.O.G.s, this position is their main point of contact.
- Coordinate with Administration and PTA President as needed to prepare for kick-off event including:
  - Reserving the school
  - Food
  - flyers
  - Volunteer Coordinator or Sign-up genius help
  - Marking
- Maintain a file of all your work, including photos of displays and samples of each document.
- Submit approved expenses via the appropriate PTA form to the Treasurer in a timely manner.
- Attend events.