

Eagle Staff Middle School Typical Volunteer Opportunities

Regular and Ongoing Opportunities:

Lunchtime Game Table Volunteer	Set up, monitor, and put away board games during lunchtime. Peek inside your student's day!	Recurring (weekly/monthly/head coordinator), 11:45am-1:45pm
Webmaster	Review and update website content weekly, http://eaglestaffpta.org	Ongoing, 1 hr / week
Lost & Found	Organize/display items on rack, communicate on FB and newsletter.	Weekly
After-school enrichment/clubs	Share your skills via an afterschool class through Boys and Girls Club.	Weekly, 4-6pm Topic? (eg math)
School Climate Committee	Work with staff to survey school climate and address issues.	Attend monthly meetings with staff
Safety Committee	Work with staff and PTSA to identify safety concerns and needs, including in-school issues and Safe Routes.	Attend monthly meetings with staff, report back to PTSA
Building Leadership Team	Work with staff to plan and implement operational and programmatic strategy.	Attend monthly meetings with staff
Legislative Liaison and Advocacy Chair	Keep RESMS community informed of developments that affect SPS. Identify advocacy opportunities.	A few hours per month.
Library Activity Volunteer (1-2x/week, offer lunchroom activities such as art in library)	Offer lunchroom activities such as art in library	1-2x/week
Art Class Volunteer	Mount/display artwork, projects	1-2x/week
Special Education Liaison	Attend SPS SpEd mtgs, communicate to PTSA	1x/month
Raven's Call Newsletter Editor	Solicit Articles, edit, publish e-newsletter	1x/week
Weekend Food Backpack Program	Work with staff/Food bank to ensure food security	1x/week
Monthly Finance Review	Brief monthly review of accts for best practice/responsibility	1x/week
Parent Teacher Liaison	Meet with staff to determine needs/collab. Opportunities	1x/month

Events/Seasonal

Spirit Wear Coordinator	Order and facilitate distribution of RESMS tees, hoodies, hats, etc. Track orders, payments and distribution.	Beginning of school year and at least one more ordering period during the year
Parent Education Events	Plan and support two or three parent ed events including speakers/topics and snacks.	Ideally 1-2 in fall and 1-2 in spring
Community Building Events Team	Organize or volunteer at events such as parent meet-ups, family socials, coffees, new student nights, multicultural night.	Varies, depending on need and availability
Grade level rep	One for each grade (6,7,8). Work with PTSA/Staff to coordinate activities and communication	As needed
Reflections Art Contest Assistant	Provide assistance to coordinator as needed, post signs, communicate to students to submit work on theme.	September-November
Music Program (FORESMA)	Coordinate or volunteer: concerts, field trips, and fundraising.	Varies, depending on need and availability
Finance Assistant	Use background in accounting/finance to assist PTSA in filing non-profit paperwork and budgeting.	A few times a year, especially November (taxes)
8th Grade Promotion	Help plan 8th grade promotion ceremony with staff. Detailed notes and photos available from last year.	May/June (ceremony last week of school)
Staff Appreciation	Organize and manage staff appreciation activities with other volunteers.	Typically one week in May with other events throughout the year.
Fundraising Assistant	Assist VP of Fundraising with annual campaign and communications.	Primarily Sept-Nov
Ski Bus	Coordinate with Mohan, communicate to participants, or chaperone on Friday evenings (six week season)	Ski Season: Jan/Feb; coordination in fall
Musical Production Assistant	Work with drama teacher to produce musical	Feb-May, as needed
Giving Tree Coordinator	Solicit donations and prepare gift packs for students during holidays	December
Parents' Night Out Coordinator	Coordinate social events for parents and guardians	2-3 x/year
Sport Team Coach or Mgr	Work with student athletes and other coaches Soccer/Track/Volleyball/Basketball/Ultimate	Seasonal, 1-2x/week
New Student/Family Outreach	Communicate with feeder schools info on PTSA activities, tours, and new student nights. Help with families arriving mid year as needed	Mostly Spring, as needed

Occasional/As Needed

Picture Day	Assist staff as necessary to get classrooms to photographer	Sept 18
Field Trip Chaperone	Attend and help supervise students on trip, typically one per year per grade.	TBD
Occasional At-school Helper	Help out from time-to-time with activities such as staffing PTSA tables at events, set-up/clean-up, lunchtime spirit wear distribution, concessions, etc.	Varies depending on need and your availability
Graphic Designer	Work on logo for spirit wear, or communications materials	As needed
Budget Committee	Help prepare annual budget for vote in May/June	1x/year
Spanish Translator	Help PTSA translate materials as needed	As needed
Communications and Tech Chair	As consultant research and implement technologies and provide guidance	As needed
Grant Writer	Research and apply for potential grants	As needed

PTSA Board and Adjunct Positions

Board Co-President		
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Board Vice President	Fundraising	
Board Vice President	Events	
Board Secretary		
Board Co-Treasurer		
Board Co-Treasurer		
Board Membership Coordinator		
Volunteer Coordinator	Produce volunteer sign up sheet and tally responses, provide volunteers to committee leads, update needs to newsletter	Ongoing, predominantly in Aug/September and 1x/week for newsletter ongoing