

Volunteer Chair & Co-Chair Position ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO Christmas Shop Chair/Co-Chair

GENERAL JOB DESCRIPTION

Christmas Shop chairs and co-chairs have a unique role in bringing joy to our students who have so much fun seeking and selecting a Christmas gift for their parents and siblings. This is such a joyous event, that you will love leading it!

MAJOR DUTIES AND RESPONSIBILITIES

Purchase merchandise throughout the year

Facilitate a minimum of two Christmas Shop committee meetings

Recruit and manage volunteers

Organize and set up merchandise for resale

Price merchandise

Attend and oversee the event

Tear down after the event and store merchandise

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

QUALIFICATIONS FOR THE JOB

Organization and planning skills needed

Good time management and leadership skills needed.

TIME COMMITMENT

Approximate time commitment is 30 hours over a period of months for the entire event.

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Signature

Signature

Signature

Date

Tentative Timeline

August	Attend PTO Kickoff Meeting
October	Facilitate Christmas Shop face to face meeting
Mid November	Collaborate with PTO to create sign up link for volunteers Create a post for the Ada Connection to rerun for 3 weeks
December	Contact janitorial staff for table set up Sort and price the merchandise Facilitate Christmas Shop face to face meeting Get the classroom shopping schedule from Julie DeKoster Get the volunteer sign up list from PTO
Day of the event	Set out items Restock merchandise Tidy up wrapping stations Place and guide volunteers Tear down tables at the end of the event
Throughout the year	Constant shopping to find sales