

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

Job Title: Ada Christian School PTO Grand Friends Day Chair/Co-Chair

GENERAL JOB DESCRIPTION

Grand Friends Day chairs and co-chairs have a key role in honoring our student's grandparents and special friends. As one of the ACS's most treasured traditions, Grandparents Day is an important piece of our ongoing relationship with these special people in our students' lives.

MAJOR DUTIES AND RESPONSIBILITIES

Manage all aspects of the event planning process, including set up, collaborating with Forest Hills Foods, Gordon Food Service, and school administration, and preparing all refreshments

Facilitate a minimum of two Grand Friends Day face to face meetings

Recruit and manage volunteers if needed

Purchase items such as paper products, coffee, creamer, etc. for the event

Attend and oversee the event

Clean up

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

QUALIFICATIONS FOR THE JOB

Good planning and event organizing skills needed.

Good time management and leadership skills needed.

TIME COMMITMENT

Approximate time commitment is 20 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
February	Facilitate a Grand Friends Day face to face meeting Discuss timeline Assign tasks Finalize details
March 23	Create a sign up link for volunteers (see attachment 3)
1st day back from spring break	Create a post for the Ada Connection to promote event and encourage volunteer sign up. Rerun the post for 4 weeks
3 to 3-1/2 weeks before event	Contact Julie Dekoster to review event details. Remind her to reserve the golf carts Obtain number of student and number of student with allergies information from Sharon DeJong Contact Forest Hills Foods about ordering the doughnuts (see attachment 1) Contact Snow Nursery about the flowers (see attachment 2)
Mid April	Facilitate a Grand Friends Day face to face meeting
1 to 1-1/2 weeks before event	Confirm doughnut order Purchase miscellaneous items such as rice crispy treats, orange juice, coffee, creamer and napkins (see attachment 4) Contact janitorial staff about table set up Follow up with Julie DeKoster about event details Prepare name tags for volunteers
Day before event	Table set up (see attachment 5) Make the orange juice and put into pitchers Set out trays for doughnuts and place napkins on each tray Set our coffee carafes and water pitchers Get coffee pots ready for the morning and put on the tables Pick up flowers from Snow Nursery
Day of the Event	7:00AM Pick up doughnuts from Forest Hills Food Start preparing the water pitchers, start the coffee in kitchen, and make sure the pots on the table are working Prepare doughnut boxes for each classroom and trays on table Put orange juice, water, and creamer on tables Place volunteers Keep tables clean and stocked Break down tables