

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

Job Title: Ada Christian School PTO Staff Appreciation Chair/Co-Chair

GENERAL JOB DESCRIPTION

Staff appreciation chairs and co-chairs have a key role in helping our teachers feel special. Use your best creativity to devise special ways for parents and students to show their appreciation to our staff. ACS PTO dedicates an entire week to show our appreciation during staff appreciation week and on the four parent teacher conferences days. You will love chairing this event!

MAJOR DUTIES AND RESPONSIBILITIES

Develop a treat plan for staff appreciation and meal plan for parent teacher conferences

Create and manage a sign up for food items and paper products

Manage all aspects of the event planning process including purchasing the needed items

Facilitate a minimum of two staff appreciation committee meetings

Oversee the event, set up, clean up, and refill food as needed

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

Advertise your need for donated items in the Ada Connection

QUALIFICATIONS FOR THE JOB

Should be creative and enjoy event planning

Good time management and organization 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 the PTO kickoff meeting
September	Facilitate a staff appreciation committee meeting Review budget and divide among staff appreciation week and conferences Create a menu for parent teacher conferences on Oct 12 & 17 Create a sign up sheet for needed donated items Create a plan to get recess duty covered Get a list of recess that needs to be covered from Judy Ask the room parent coordinator to get volunteers via room parent emails
October 12 & 17	Receive, organize and set up food. Refill as needed Clean up
January	Facilitate a staff appreciation committee meeting Review budget Inventory paper products Create a menu for parent teacher conferences on Feb 15 & 22 Create a sign up sheet for needed donated items Create a plan to get recess duty covered Get a list of recess that needs to be covered from Julie Ask the room parent coordinator to get volunteers via room parent emails
February 15 & 22	Receive, organize and set up food. Refill as needed Clean up
March	Facilitate a staff appreciation committee meeting Review the budget Inventory paper products Create a daily treat or a daily special for the teachers (4 days) Discuss how thank you notes can be distributed to teachers Create a menu for a staff appreciation lunch (Final Day) Create a sign up for needed donated items Create a plan to get recess duty covered Get a list of recess that needs to be covered from Julie Ask the room parent coordinator to get volunteers via room parent emails
April 16-20	Ask Julie to advertise staff appreciation on the kiosk at the road Advertise in the Ada connection and on the front doors Each day set up special treat in the staff lounge Final day - Receive, organize and set up food; Refill as needed; Clean up

Ada Connections post **MUST** be submitted to Sharon no later than on Monday at noon for publication on Wednesday. If you need help with an Ada connection post please contact pto@adachristian.org