

Volunteer Chair Position

ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO School Parties Chair

GENERAL JOB DESCRIPTION

The school party chair has a key role in building fellowship among our students and parents throughout the entire year. You will be able to seek new adventures and bring people together. If you love to throw parties but don't want the mess at your house then this event is for you!

MAJOR DUTIES AND RESPONSIBILITIES

Plan, coordinator, advertise, and supervise approximately 8 school parties on days that the students have no school.

Research community events and activities that will appeal to students in grade K-8th grade.

Collaborate with businesses to schedule the parties.

Oversee the event outcome and attendance.

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Advertise the event with flyers in the hallway and through the Ada Connection

Attend the PTO kickoff meeting

QUALIFICATIONS FOR THE JOB

Should have good event planning skills.

Good time management and communication skills needed.

TIME COMMITMENT

Approximate time commitment is 15 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 1	Start planning the first school party for the end of September Call the organization Hang the Flyers Put it in the Ada Connection
September 15	Start planning the next school party for the middle of October Plan at least 2 out of the 3 days off Call the organization Hang the Flyers Put it in the Ada Connection
October 15	Start planning the next school party for Thanksgiving Break Plan at least 1 out of the 3 days off Call the organization Hang the Flyers Put it in the Ada Connection
January 1	Start planning the next school party for the end of January Call the organization Hang the Flyers Put it in the Ada Connection
February 1	Start planning the next school party for the end of February Plan one for each day off Call the organization Hang the Flyers Put it in the Ada Connection
April 1	Start planning the next school party for the beginning of May Call the organization Hang the Flyers Put it in the Ada Connection

2017-18 Days Off

September 1 & 4 (0 Parties)	September 25 (1 Party)	October 18, 19, 20 (2 Parties)
November 22, 23, 24 (1 Party)	Dec 22 - Jan 7 (0 Parties)	January 29 (1 Party)
February 23 & 26 (2 Parties)	Mar 29 - Apr 18 (0 Parties)	May 7 (1 Party)

Possible venues: Grand Rapids Gymnastics, Cannonsburg, Rosa Park Circle, Mud Room, Patterson Ice, Heidi's, Robinette's, Skyzone.