

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

Job Title: Ada Christian School PTO Daddy Daughter Dance Chair/Co-Chair

## GENERAL JOB DESCRIPTION

Dady Daughter Dance chairs and co-chairs have a key role in providing an opportunity for dads and daughters to bond and have a fun time. This is a much treasured tradition. If you have a talent to make things sparkle, this event is for you.

## MAJOR DUTIES AND RESPONSIBILITIES

Manage all aspects of the event planning process, including ticket sales, decorations, corsages, music, food, photos, and promotions.

Facilitate a minimum of two Daddy Daughter Dance committee meetings.

Recruit and manage volunteers if needed

Decoration and picture back drop making

Manage ticket sales

Attend and oversee all aspects of the event including set up and clean up

## MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

## QUALIFICATIONS FOR THE JOB

Should be organized and able to pay attention to detail.

Good time management and communication skills needed.

## TIME COMMITMENT

Approximate time commitment is 40 hours over a period of months for the entire event.

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Date

## Tentative Timeline

August	Attend PTO Kickoff Meeting
October	Facilitate Daddy Daughter face to face meeting Determine date, theme, music, games, corsage, decorations, and food Assign tasks Review allotted budget
November	Create an invitation Secure the DJ Order the corsages
December/January	Send out invitation to all ACS girls Facilitate Daddy Daughter Dance face to face meeting Discuss dance details Secure photographer Place linen order with cascade rental
January	Make decorations
4 weeks prior to the event	Promote your event, weekly, through the Ada Connection Create a sign up link for volunteers if needed
1-1/2 to 2 weeks prior to the event	Manage ticket sales RSVPs
1 week prior to the event	Purchase food, paper products, etc. Complete other errands necessary to complete the event
February	Set up Manage check in table and coat check Place and guide volunteers if needed Prepare food, stock, and refill Check on photographer and DJ Facilitate the progression of the event Clean up