

Volunteer Chair Position

ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO Curriculum Enhancement Chair

GENERAL JOB DESCRIPTION

The Curriculum Enhancement chair has a key role in supplementing the current curriculum with fun learning experiences. Events can include theater, music performances, artist visits, and more. This is a great opportunity to make an impact on your child's education!

MAJOR DUTIES AND RESPONSIBILITIES

Coordinate all aspects of scheduled grade wide events. Events are already established.

Collaborate with teachers, school administrators, and organization designee to confirm date and fee.

Secure the location of the presentation (i.e. commons, gym, classroom, etc.) based on audience size, requirements of the presenter, and the availability of the location.

Notify the janitorial staff if there are set up requirements.

Be at the event to greet the presenter(s) and provide them with a check for their services

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Work with the PTO Treasurer to ensure timely and accurate payment for presenters

Attend the PTO kickoff meeting

QUALIFICATIONS FOR THE JOB

Should be a self starter who requires little supervision to meet event goals.

Good time management and communication skills needed.

TIME COMMITMENT

Approximate time commitment is 10 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	Review the year's event list with Julie DeKoster Any changes, additions, or deletions in the established line up
September	Contact the Ho Chunk Native America Group Confirm date with the group and Julie DeKoster Confirm fee and request funds from PTO treasurer
November	Greet the Ho Chunk Native American Group at ACS Direct them to their performance area Pay them the balance owed
October	Contact the Face to Face Production Confirm date with the group and Julie DeKoster Confirm fee and request funds from PTO treasurer Obtain, review, and sign contract
February	Greet the Face to Face Production at ACS Direct them to their performance area Pay them the balance owed
January	Contact the Mackinaw State Park Group Confirm date with the group and Julie DeKoster Confirm fee and request funds from PTO treasurer
March	Greet the Mackinaw State Park Group Direct them to their performance area Pay them the balance owed