

## Stanley PTA: Coordinator Positions (2015-16 School Year)

**Binder Hospital:** Coordinator schedules parents to work at Binder Hospital, arranges training for new volunteers, and ensures binder supplies are ordered for use in the Hospital. Typically, Binder Hospital volunteers meet one day a week during lunch with students who have been referred by teachers and counselors because of organizational issues. Volunteers work one on one with students giving each student the necessary tools and instructions to help them become more organized and confident. Binder Hospital runs from October thru May. New coordinator will receive training from outgoing coordinator before beginning the role.

**Campus Cruisers:** Coordinate parent volunteers (via SignUp Genius) to serve throughout the year as an extra on-campus presence during lunchtime. Attend Assistant Principal's volunteer training at the beginning of the year and ensure new volunteers receive that brief in-service before volunteering. In the springtime, prepare a few communications to be shared with incoming 6<sup>th</sup> grade parents to encourage their participation in the program the following year.

**Corporate Matching Donations:** Assist (primarily at Wildcat Day and the beginning of the school year) with helping Stanley parents take advantage of their employers' corporate matching gift programs. Ensure that identified matching gifts are applied for and properly submitted. Though matching gift procedures for most employers are already known, coordinator may need to do follow-up on employers for which we have never received a matching gift in the past. This job can be completed from home and during hours convenient to the coordinator. (TBD whether position is filled for 2015/16)

**Emergency Preparedness Coordinator:** Oversee an annual review of EP supplies at Stanley to ensure that all perishable supplies are still up-to-date and other items are in proper working order. Work with the Assistant Principal to provide parent volunteer support for emergency drills. Utilize a committee of parent volunteers (recruited during Wildcat Day signups) to help with any EP-related work parties. Provide budgeting guidance to the PTA so appropriate funds can be allocated to support EP requirements.

**Escrip Coordinator:** The coordinator is responsible for attending Wildcat Day to help enroll new families in eScrip, and remind existing members that certain renewal procedures need to be followed each year in order for Stanley to continue to receive eScrip contributions. The coordinator answers questions from parents, and provides the PTA with eScrip financial contribution information. The coordinator works with the PTA/Wildcat website editor to update eScrip information.

**Faculty Appreciation and Hospitality:** Coordinator(s) plan and put special luncheons and events throughout the school year, with the help of a committee of parent volunteers (who sign up during Wildcat Day). Events include: two faculty appreciation luncheons (fall and spring), snacks during teacher conference days, monthly birthday cakes, and smaller tokens of appreciation during Teacher Appreciation week. Coordinators are responsible for planning food, decorations and staffing for the events, and coordinating with school personnel to calendar events and ensure facilities are reserved for event use. The coordinators also provide setup and cleanup of light refreshments (such as coffee, cookies, fruit) for the first PTA General Association meeting of the year.

**GRO Parent Liaison:** GRO means "Global Relief Outreach," an organization that reaches out to the world to help others in need. The Parent Liaison assists GRO students (who meet on a regular basis as a lunchtime club, under the supervision of a teacher) as needed to provide adult supervision for various fundraising projects.

The liaison enlists other parent support as needed, and serves as the point of contact between parents and the GRO program.

**Health Screening Coordinator:** Coordinate volunteers who sign up to help with logistics during vision, hearing and scoliosis screenings. In September and 3 other mornings during the year. No medical background needed; this is a volunteer coordinating role.

**Hot Lunch Program Coordinator:** The hot lunch coordinator acts as the liaison between the caterer, PTA and school administration and has responsibility for scheduling parent volunteers to staff lunch distribution throughout the year. The coordinator also helps parents or students who are experiencing difficulty with the caterer or the hot lunch program. The coordinator must be on campus during lunchtime most days for the first couple weeks of school until the program is running smoothly and then once every couple of weeks to oversee the program for the rest of the school year.

**International Concert (Student Music & Dancing):** Occurs in May; coordinate with Foreign Languages Department for programming and logistics. Help publicize event and direct parent volunteers who sign up to assist with the event.

**International Night (Cultural Fair) Coordinator:** in the process of update

**International Week (Luncheons) Coordinator:** in the process of update

**New Family Welcome Coordinator:** This is a newer position that needs someone who will help build out the process for communication with the school office to know when new students join Stanley. The goal of the role is to provide a friendly face and a point of contact for families that join the Stanley community, especially after the start of the school year. The idea is to provide families with orientation information and assist them in getting plugged in to the school, the PTA, and to the activities with which they might have a good connection.

**Odyssey of the Mind Coordinator:** The Coordinator disseminates information about Odyssey of the Mind early in the fall to students and their parents, recruits students for the program, and recruits coaches for the OM teams from parents of interested students. Usually this dissemination is done via the Wildcat Weekly, and a one time meeting with parents and interested students and the regional OM coordinator in a one-hour meeting on a weeknight in the faculty lounge. Once the information has been disseminated, and students and coaches have been recruited, the task is to form teams of 5-7 students, each with a parent coach, and ideally a co-coach.

**Opportunity Knocks Coordinator:** The purpose of this program is to connect Stanley students to volunteer opportunities with caring and concerned community members and their organizations—promoting altruism, kindness and humanitarianism. Several coordinators are needed to run this program. Duties include scheduling opportunities with local community organizations, contacting student volunteers, purchasing craft/food supplies (where needed) and driving students to/from the event as well as providing supervision and direction during the event (and/or coordinating other parent volunteers to provide this support). Most events occur on weekdays, immediately after school. Some events are scheduled over the summer, depending on availability of coordinators and student volunteers. The coordinator(s) attend all student group meetings, generally held on Wednesdays, twice per month, during lunchtime. Coordinators work closely with the Vice Principal and the teacher liaison, while providing direction to other parent volunteers.

**Parent Education Representative:** Represent Stanley on the District Parent Education Committee (DPEC) composed of parent education representatives from each of the school sites, the Superintendent, and the Assistant Superintendent of Curriculum and Instruction. DPEC works in cooperation and partnership with the Principals, PTA/PFC Executive Boards and Parent Education representatives at each school site to coordinate and schedule Parent Education speakers and events throughout the district to bring an integrated and consistent message that is aligned with District and school site goals and initiatives according to the following procedures. As Stanley's representative, the Parent Ed representative will have a voice in programming decisions, and will help publicize upcoming events in Wildcat Weekly, and possibly assist with facility arrangements for special events hosted on the Stanley campus. DPEC meets monthly in the evening.

**Parent Volunteer Liaison:** This is a new position that could be a shared role. The purpose of this liaison is to be a *point of contact* for all the various committee coordinators when they have questions about procedures for publicizing, get reimbursed, recruiting more volunteers for their particular project, etc. The liaison would check in with committee chairs periodically, serve as a sounding board, and share information as needed. (There are established procedures in place and the liaison would be trained on these resources, so the key to this role is good communication, not creating protocols!) The liaison would work closely with the PTA president and executive board to ensure that she/he has all the information and resources needed to be successful. This job can largely be done at home and during hours convenient to the coordinator.

**Red Ribbon Week:** Occurs in October. Coordinate with Asst Principal to orchestrate the week's line-up of activities that encourage and celebrate healthy and drug-free life choices. Red Ribbon Week is part of a national campaign. Coordinate parent volunteers who sign up to assist with daily activities (i.e. scavenger hunt, DJ in Quad, poster contest, ribbons, counting jar).

**Reflections PTA Arts Program Coordinator:** The Reflections Program provides opportunities in the fall for students to express themselves creatively and to receive positive recognition for original works of art inspired by a pre-selected theme. The Reflections Program is structured for PTA's to recognize students at the local unit, council, PTA district, state and national levels. The committee coordinator is responsible for promoting the Reflections Program to teachers, parents and students. The coordinator gathers the entries, recruits judges, and submits the students' work to the PTA council and beyond.

**Reservoir Run Coordinator:** Help publicize this annual fall event within the Stanley community by posting flyers and submitting announcements for distribution via Wildcat Weekly. The Chamber of Commerce disseminates announcements that can then be forwarded on by the Coordinator. This coordinator promotes the benefit of volunteering and/or running in the event "for Stanley," because every participant that elects Stanley as his/her school of choice earns extra money for our school from the proceeds of the Reservoir Run.

**School Bus Liaison:** The Stanley School Bus Liaison position does not require a lot of time but serves as an important point of contact for parents and school officials regarding school busses. The most important responsibility is to be available for the 30 min-1 hr monthly meetings held at 9am of bus representatives from Lamorinda schools and the bus contractor that are held at the Lafayette City offices. These meetings provide a forum to talk about any issues, problems, plans, costs, etc. having to do with the school bus program. Occasionally, the Liaison will then have information to be disseminated in the Wildcat Weekly or by Stanley administrators.

**School Supply Kits Coordinator:** Supply Kit Volunteer coordinates the purchase of supply kits for distribution during Wildcat Day. The volunteer solicits feedback regarding the previous year's kits from Binder Hospital volunteers as well as the 6<sup>th</sup> and 7<sup>th</sup> grade core teacher chairs and determines what changes, if any, to the supplies will be ordered. The parent volunteer negotiates with the vendor regarding the materials, discounts,

ship dates, and website ordering dates and signs the agreement with the vendor. The volunteer also coordinates the delivery, set up and organization of the kits in the Multi-purpose room. The volunteer confirms the distribution location for the kits on Wildcat Day with the PTA Wildcat Day Coordinator. The parent volunteer coordinates the supply kit distribution on Wildcat Day.

**Spirit Wear Coordinator:** This coordinator is the point of contact between the PTA (which administers the spirit wear program at Stanley) and the spirit wear vendor. She/he works with the vendor to review and approve design and merchandise selections to be made available for sale. The coordinator works with the PTA Webmaster to ensure that the online ordering portal is linked in on the PTA website, and is publicized in communications going out to parents. The coordinator works at Wildcat Day with the spirit wear vendor to have a booth for displaying merchandise samples, distributing merchandise orders, and taking new online orders. The coordinator facilitates one or two other on-campus merchandise pick-up days later in the fall.

**Sports Program Coordinator:** This coordinator works directly with the Stanley Athletic Director (AD) who is responsible for the after-school sports program. This volunteer serves as the liaison between parents and the AD and coordinates getting critical information to parents. This includes having a table at Wildcat Day and being present to answer questions and hand out information on all of the sports Stanley offers (FAQ document and individual flyers). This also may include setting up a parent sports information night and publicizing the event—usually held at beginning of school year before the sports begin. The Sports Coordinator updates the *FAQ Sports* document and individual sports flyers each year (before school gets out) and gain the necessary approvals (ADs and David S). If Sports is on the agenda at any PTA meeting the volunteer should be present to answer any questions. The Coordinator also ensures that key dates are included in the Wildcat Weekly and that the website is updated with current sports information.

**Stanley Café Coordinator:** The coordinator is responsible for: coordinating parent and student volunteers to pick up bagels and drinks before the Café opens and staff the Café (done via SignUp Genius), ordering supplies, and submitting invoices for vendor payments by the PTA. Stanley Café runs on Wednesday mornings (only) from 8-9 am. The coordinator must also arrange to have a parent count, record and turn in cash received at the Café to the school office each Wednesday so it can be deposited promptly.

**Student Directory Coordinator:** Coordinator prepares the annual electronic student directory that is hosted via A to Z Directory. As of 2014, Stanley is an all-green directory, meaning that no paper version is printed en masse, but rather PTA members are offered full access to the A to Z app that is available for mobile devices and desktop computers. A PDF file is sent to PTA members should they wish to have a printable file format. The directory preparation is largely a summer job, with the goal being of having all directory additions and updates completed by the first few days of school. The coordinator oversees the import of student data provided by the Stanley office, sends out bulk reminder emails to parents to register for A to Z and verify contact info, and answers questions via email from parents who run into any problems. BVE and HVE already use A to Z Directory so there is a large portion of the Stanley parent community that is already familiar with the process. The job requires no special skills other than a comfort in working with spreadsheets.

**Wildcat Day Chairs:** Chairs are responsible for coordinating logistics and parent volunteers for Wildcat Day at Stanley (day before school starts) as well as compiling and preparing the distribution of the summer mailer (info packet about Wildcat Day and school registration process sent to all Stanley families). Chairs ensure that there is adequate volunteer coverage to staff the various check-in/check-out tables (parents sign up to work shifts via SignUp Genius; volunteers are recruited via volunteer sign-up forms from previous WCD). Chairs coordinate with PTA President and school administration and facilities personnel to ensure that the flow of WCD is consistent with desired registration procedures. WCD Chairs also coordinate with LPIE and various

program coordinators (i.e. Hot Lunch, Spirit Wear, School Supply Kit, One Book, One School and Leadership) to ensure that their space requirements for info tables, etc. are included in the WCD event layout.

**Wildcats on Stage (WOS) Drama Program Coordinator:** The coordinator is the point of contact for the WOS program and the PTA, the administration, and the vendor contracted to produce each WOS production. The Coordinator oversees production selection and budgeting, as well as administers the registration, audition and rehearsal process for both the fall and spring productions. She/he oversees parent volunteer sign-ups and communications, since all productions require a high level of parent support to be successful.

**Wildcat Weekly Editor:** The Wildcat Weekly, Stanley's weekly PTA newsletter, is distributed electronically via the Constant Contact platform. Editor is responsible for collecting submissions from the Principal and/or the PTA President, and school administrators and teachers (news, awards, activities, events, sports information, calendar reminders) and preparing that info for publishing. The editor also accepts submissions for the "Community" section that fit newsletter guidelines. The mailing list is auto-managed through Constant Contact. Newsletter submissions are due Thursday at 5pm. The newsletter is scheduled for 8pm Sunday delivery.

**Volunteer Sign-Up Coordinator:** Assist with processing online and in-person sign-ups (at Wildcat Day) for a variety of volunteer opportunities at Stanley. There is a burst of activity at the beginning of the school year to forward volunteer information to the appropriate committee chairs, and then this job is largely completed. This work can be done at home during hours convenient to the coordinator.

**Webmaster:** Maintain PTA website the is hosted via Weebly. Manage updates as needed to the webstore, which is hosted through WordPress.

**6th Grade Picnic Chair(s):** Plan and put on--with the help of many parent volunteers and a healthy budget--a fun afternoon for the 6th graders to celebrate the end of the school year. Key responsibilities include: lunch and snack planning, indoor and outdoor entertainment areas, volunteer coordination, and event administration (ensuring facilities are properly arranged, the event stays within budget, and communications are handled efficiently among volunteers and school administration).

**7th Grade Picnic Chair(s):** Plan and put on--with the help of many parent volunteers and a healthy budget--a fun afternoon for the 7th graders to celebrate the end of the school year. Key responsibilities include: lunch and snack planning, indoor and outdoor entertainment areas, volunteer coordination, and event administration (ensuring facilities are properly arranged, the event stays within budget, and communications are handled efficiently among volunteers and school administration).

**8th Grade Promotion Party Chair(s):** Plan and put on--with the help of many parent volunteers and a healthy budget--a big send-off party for the 8th graders before they leave Stanley to start their high school careers.

**8<sup>th</sup> Grade Picnic (Amusement Park Field Trip) Coordinator:** Coordinator works with the Vice Principal to organize busses, lunch menu, admission tickets, contract and chaperones.