

JPAT VOLUNTEER POSITION DESCRIPTIONS

Updated April 25, 2017

1st Day of School and Kinder Coffees

2 events: First day of school for grades 1-5, then first day for kindergartners. Coordinate volunteers to provide coffee, tea and treats for parents. Set up & clean up tables, tablecloths, supplies and sign.

Art Supply Room Coordinator

Tidy Art Supply Room every couple of weeks; order paper, miscellaneous supplies as needed.

Auction & Raffle

Auction is held annual mid- to late-April. Coordinate volunteers, procurement, raffle, display case, set up and clean up.

Back-to-School Potluck

Coordinate volunteers for set-up and clean-up, advertise event, and secure supplies, drinks and sno-cone machine. Coordinate with JPAT, Direct Donation Drive chairs, and community groups for tabling. Prep work starts in August.

JPAT Board

President: Ensure JPAT fulfills Oregon PTA requirements to remain in good standing. Draft agendas for monthly JPAT meetings and facilitate meetings, develop budget for following year in coordination with principal. Coordinate JPAT activities closely with principal.

Vice-President: Maintain JPAT bulletin board to ensure information is current. Step in for President when unavailable.

Secretary: Manage JPAT membership via Oregon PTA website. Take notes at every JPAT meeting and distribute minutes from previous meeting at each JPAT meeting.

Treasurer: Track expenses and income in JPAT accounts. Oversee annual audit (coordinate 3-4 volunteers to review receipts, deposits, etc. with sufficient time to report to Oregon PTA by November 1). Give monthly financial report at meetings.

Book Fairs

2 events: Fall and Spring. Schedule delivery & pick up of merchandise. Coordinate volunteers to staff shifts, set up and clean up.

Box Tops for Education

Advertise Box Tops fundraiser. Collect box tops from school. Sort and send in for payment. Coordinate special events to generate more points – instructions on Box Tops website. Coordinate celebrations for classrooms that collect the most points.

Carnival

3 co-chairs. Plan and coordinate various carnival activities. Recruit and coordinate volunteers to set up and clean up and running event activities.

Costume Chest

Clean, mend, onsite storage of collection. Coordinate with volunteers and staff.

Dine Out

Schedule monthly dine-out fundraising events at local eateries. Publicize events through the listserv, newsletter and fliers.

Direct Donation Drive

Prep starts in August. Kick off at fall potluck. Officially runs through December. Publicize goals and encourage contributions through listserv, posters, newsletter, fliers, etc.

Directory

Update form for parents/guardians to complete in Spring for registration packets. Enter data in Excel over the summer. Get new enrollees & teacher assignments from office in September. Directory should be ready to distribute by Fall conferences.

International Potluck

Coordinate international students from OSU, display tables, and entertainment. Provide drinks. Coordinate volunteers for set-up and clean-up.

log-A-Thon

Every February. Prep starts in December. Create pledge packets, coordinate volunteers to staff shifts, track donations, and send out progress updates via listserv and newsletter.

Listerv

Obtain data from for registration volunteer, manually add new email addresses per registration packets that come in over summer. Moderator for JPAT announcements (proof before distributing via listserv).

Math Night

Work with teachers and staff to plan a math-focused family night on or around "Pi Day," March 14th. Publicize event, organize volunteers, oversee set-up and clean-up.

Merchant Fundraising

Publicize passive fundraising opportunities and manage communication as appropriate with merchant donors via e-Scrip and other participating merchants.

Newsletter – Chair and Editor

Lay out monthly newsletter. Send reminders for articles each month via JPAT announcement. Work closely with JPAT Board & principal.

Site Beautification

Ongoing. Send out announcements for Fall and Spring maintenance or other big projects. Oversee weeding, mulching, watering, and maintenance of landscaping. Includes front of school, front benches, and Jefferson sign.

Sock Hop

Every January. Coordinate appropriate music selection and dance lessons. Coordinate volunteers for refreshments. Oversee set up and clean up.

T-shirts design & orders/sales

Coordinate development of t-shirt design and ordering (print order forms, place order with vendor, sort and distribute t-shirts). Begin process in Spring, finalize for sale in Fall.

Teacher Appreciation Week

In May. Big event is a luncheon. Coordinate volunteers for food, set up, and clean up. Periodic recognition/appreciation that week or spaced throughout the year.

Volunteer Coordinator

Maintain database of JPAT chairs and other parent volunteers. Keep track of open chairs positions and recruit to fill them. Manage back end of district's online volunteer management HelpCounter system. Work closely with JPAT Board and principal.

Walk/Bike to School

International day is in October, then monthly thereafter. Coordinates with safe routes to school & free breakfast day.

Webpage

Update names, dates, events as needed. Work closely with JPAT board.

Wellness Committee

Coordinates volunteers & works with district wellness committee. Activities include food-of-the-month tasting tables, drafting newsletter articles.

Wildlife Stewards

Maintain Dixon Creek area through monthly work parties. Recruit and oversee volunteers. Coordinate with OSU classes.