

## OLD TRAIL SCHOOL VOLUNTEER JOB DESCRIPTIONS

Below is a description of each category to help you in selecting your preferred activity(ies).

### ADMISSION

**Admission Open House Greeter:** Welcome visitors to OTS on Wed., October 3, 9-11 am.

**Drop-In Host:** Greet prospective parents at these Saturday events that occur throughout the year.

**Mentor New Families:** Host and offer support to new OTS families prior to the start of the school year.

**Parent Connection:** Make contact with prospective families after applications have been received to provide the unique view of an Old Trail parent.

### GENERAL SUPPORT

**At-Home Tasks:** Perform tasks as varied as rolling silverware to making phone calls.

**Office Support:** Help prepare various school-wide mailings throughout the year and other office tasks.

**Performing Art Programs:** Aid the performing arts department in a variety of ways: be a "go-for," make copies, make video copies, make costumes, etc. Please specify if you sew.

**Swimming Pool Volunteer:** Assist at after-school swim meets during Nov.-Dec.; Preschool parents help little swimmers during the school day starting in the Fall.

**Vision Screening:** Assist the nurses with vision tests once or twice a year.

### DEVELOPMENT

**Annual Fund Caller:** Phone other parents in the fall asking for gifts to the school.

**Dads' Dinner Host:** Invite new dads to attend and greet all dads at the door.

**Golf Outing Planning Committee:** Meet monthly from January to June. This men's committee plans and arranges sponsorships for the outing.

**Golf Outing Day Volunteer:** Assist for the day on Mon., June 9, 2008, in a variety of tasks. Volunteers are needed for a half or full-day commitments.

**Graduation Reception:** 7<sup>th</sup> grade parents assist with all aspects of the Thurs., June 5, 2008, after-graduation reception including planning, set up and cleanup.

**Grandparents' Day Volunteer:** Help with breakfast and guide visitors for this event to be held on Fri., May 2, 2008.

**Special Events Set-up:** Set tables for Dads' Dinner and Reunion, set up display tables for Secondary Schools night, Blue Heron Day, etc.

**Blue Heron Day:** Sat., Winter, 2008 - Help with breakfast, welcome guests, supervise activities & cleanup.

### PARENTS' ASSOCIATION - GENERAL

**Baking for School Functions:** Provide treats (homemade or store bought) for evening school performances, Parents' Night and the Art Show and arrange delivery with the School Functions Chair.

**Buffalo Boutique School Store:** The Buffalo Boutique needs volunteers to help setup, staff and tear-down the Buffalo Boutique. Setup will occur for the following events at OTS: Open Houses, Grade Nights, Winter Programs, Grandparents' Day, Spring Fling, Blue Heron Day, Alumni Reunion, Orientations, Literacy Festival and Parent Conferences, Tuesday Assemblies (Boutique open every Tuesday through December, then open just the first Tuesday of the month)

**Campbell Soup Labels/Box Tops:** Sort and count labels and/or box tops collected at school.

**Cookbook Volunteer:** Assist with the marketing and sales of the OTS Cookbook.

**Dining Room Lunch Volunteer:** Once or twice a month, from 11:30 -1:30, serve lunch, help wash tables or check-in students as they purchase lunch.

**Faculty/Staff Appreciation:** A group of parents will treat the faculty and staff to a breakfast, lunch or snack monthly. Help serve or volunteer to prepare food.

**Library Volunteer:** Perform various tasks for the library. Volunteers commit to one or two mornings or afternoons a month.

**Market Day Volunteer:** Unpack, stack and distribute food orders on the third Wednesday of each month from 1:30-3:30.

**Playground Volunteer:** Assist a teacher or staff member once or twice a month during recess from 11:45 a.m. to 1:45 p.m.

**Parent Coordinator:** Duties vary by grade. Work with teachers planning and participating in the parties, schedule other parent volunteers, make phone calls to other parents, keep a photo file and arrange for volunteers to complete the auction project. (Limited to six per grade with priority given to those parents who have not served in this position in the last year.)

**School Supply Boxes Volunteer:** Assist at the Open House on Mon., August 27, 2007 in setting out and distributing the School Supplies Boxes ordered for students.

**Summer Picnic Coordinators for 2008:** Organize and host the summer picnic in your area.

### **AUCTION, Saturday, December 1, 2007**

**Advertising Solicitation:** Primarily an autumn commitment - Call prior advertisers to obtain auction catalog advertising.

**Check-out Cashier:** Work as a cashier the night of the Auction, from 8 p.m. -midnight; dinner is provided.

**Class Projects:** A Sept. to early November commitment. Lead or assist in creating one of these special items. Room parents coordinate this project.

**Clean-up:** Help return the school to normal on Sunday, Dec. 2 from 9 a.m. -Noon.

**Data Entry:** A computer-related job in the fall to maintain and add to the auction database and help create the catalog.

**Office Support:** Help as needed in the auction room, filing, copying, etc. Sept.-Dec.

**Decorations:** Primarily a Nov. 29<sup>th</sup> and 30<sup>th</sup> commitment to help decorate the school. Some evening at-home work may be available.

**Donations Solicitation:** Call and/or visit stores and restaurants that have donated to the auction in the past to secure a donation for this year's event. Primarily done in the fall.

**Raffles:** Sell raffle tickets the night of the auction only. Dinner is provided.

**Set-up:** A Nov. 29<sup>th</sup> and 30<sup>th</sup> commitment: Set up dining, reception, and sales areas and distribute auction items to proper venues. Strong individuals are needed Thurs. afternoon, Nov. 29.

**Set-up of Auction Item Displays:** Nov. 29<sup>th</sup> and 30<sup>th</sup> - Arrange auction items in a logical and attractive way in the various rooms.

**Silent Auction Staff:** The night of the auction, monitor bidding, hold oral auctions, close sections, box and properly distribute items to owners after check-out; dinner is provided. Shifts available from 5:30 p.m. until midnight.

### **SPRING FLING, Friday, May 30, 2008**

**Beverages:** Purchase supplies beforehand and sell beverages at the event.

**Clean-up:** Take down tables and chairs immediately after the event.

**Food:** Help put out food before and during the event and assist the kitchen where needed.

**Games Supervision:** Help teachers direct student games.

**Reservations:** Assist the chair. Before the event, collect reservations money and put together ticket packets. At the event, distribute reserved tickets and sell admissions.

**Set-Up:** Haul items to the field the morning of the event, set up tables and chairs, and decorate tables and tents.