

Dear Volunteers,

Welcome to the volunteer program at Central Elementary School. Thank you for your willingness to help us in our endeavor to provide all students with rich and meaningful educational experiences. We look forward to working with you.

Sincerely,

Central Elementary Staff

# Central Elementary School Volunteer Position Overview

## What Job is Right for Me?

### **School Assignments:**

**Computer Lab** – Assists classroom teachers in the computer lab, during scheduled visits. Experience not necessary. The computer lab coordinator will provide training.

**Media Moms/Dads** – Works under the direction of our school media specialist. Activities include processing of materials, conducting book exchange, and shelving books.

**Media Production** – Going to Crofton Center to laminate various materials for teachers/staff.

**Clerical Volunteers** – Help teachers/staff with copying, laminating, and cutting.

**Room Mother** – Assists classroom teacher in planning holiday parties, special activities, and other school events. Communicates between teacher and volunteer coordinator.

**Guest Reader** – Reads to individual classes throughout the year. Teachers will schedule according to individual class needs. Assistance in book selection is available.

**Book Fair** – Assist school staff with running the event. Duties may include setup and handling purchases.

**Picture Day** – Help escort students/classes to photographer. Supervise during wait time. Help students look their best!

**Vision and Hearing Testing** – Help escort and supervise students during testing.

**Musical Productions** – Assist music teacher with 4<sup>th</sup> or 5<sup>th</sup> grade play/musical. Duties may include scenery or costume production, and rehearsal help.

**Yearbook** – Assist CES staff with producing the yearbook. Duties may include photography and layout.

**Grandparent/Special Friends' Day** – Assist with planning and running this special day!

**Red Cross Blood Drive** – Assist coordinator at the blood drive. Duties may include refreshments and registration.

**Kindergarten Registration (Spring)** – Register new kindergarten students for school.

**PTA Events:**

**Annual Dinner/Math Night** – Assist with planning and running the annual dinner that accompanies Math Night. Duties may include participating on a committee, helping with tickets and food service, and cleanup. Teachers are responsible for the math portion of the evening.

**Hospitality Committee** – Assist hospitality coordinator with refreshments for various school events, including Staff Appreciation Day. Duties may also include setup and cleanup.

**Ice Cream Social** – Assist with the Ice Cream Social that accompanies Author/Artist Night. Duties may include participating on a committee, serving ice cream, and cleanup.

**Math-a-thon** – Assist the coordinator with planning and executing this fundraiser. Duties may include participating on a committee, copying, paper grading, and assistance with rewards.

**Fall/Spring Fundraisers** – Assist coordinator with planning/executing fundraisers. Duties may include material delivery, and assistance with product distribution.

**Beautification Committee** – Assist coordinator with planning/executing work to enhance the interior and/or exterior of CES.

**5K Run** – Assist coordinator with planning/executing this fundraiser. Duties will include working on a committee.

**Reflections Committee** – Assist the coordinator with planning/executing the program. This program is a National PTA Arts Recognition for Students.