



LOYOLA
CATHOLIC
SCHOOL

HOME & SCHOOL PARENT ASSOCIATION

New Officer Duties

Volunteer Coordinator

- Keep a database of all Volunteers
- Manage and set up signup.com for events
- Post to Facebook all Volunteer Opportunities/needs
- Email Volunteer Opportunities/needs from the H&S account
- Attends H&S Board meetings
- Coordinates Child watch for 3 All school meetings
- Send Volunteer Opportunities to "Class of" groups
- Submit Volunteer Opportunities for the weekly email newsletters to Angie Winch
awinch@loyolacatholicschool.org
- Give updates at H&S All school meeting.

Parent Lead Coordinator

- Send important dates to all Classroom Parent Coordinators
 - Spirit day reminders, all school mass, birthday day mass, testing days etc...
- Send all events to Classroom Coordinators
 - Trunk or treat, Turkey Bingo, Football games etc..
- If we are still looking for Volunteers for events work with Volunteer Coordinator on what opportunities that need to be sent to Classroom coordinators.
- Verify with the office that parents willing to help in classrooms have current Virtus training. (classroom coordinator will email you a list of anyone parents willing to help in classroom)
- Attend H&S Board Meetings
- Give updates at H&S All school meeting.

Event Coordinator

- Coordinate with Event chairs
- Create event check lists
- Verify dates, times and venues with Chairs
- Ensure event binder is created and collected form each chair to use for future events
- Collect feedback after event
- Responsible for all Marketing on Facebook and email
- Submit Events for the weekly email newsletters to Angie Winch
awinch@loyolacatholicschool.org
- Work with volunteer coordinator
- Create list of what/how many volunteers are needed for events
- Attend H&S monthly Officer meetings
- Give updates at H&S All school meeting.