



## 2021-22 VOLUNTEER OPPORTUNITIES

[CLICK HERE](#) to visit our Sign-Up Genius Page for a more complete listing of volunteer opportunities, and to indicate your areas of interest.

The following is a list of volunteer support positions that are needed in the near term.

### **Donation Support Coordinators (3)**

*Time commitment – ongoing throughout the school year. Estimated 20+ volunteer hours.*

Great work-from-home opportunity that is focused on organizational support of donation requests, follow-up, data entry and donor form reconciliation. These positions require occasional time on campus to physically receive and organize donations that come in to St. Serra.

### **Gift Wrap Coordinators (3)**

*Time commitment – will work on assembling and wrapping raffle and/or auction baskets during the weeks leading up to PTO events. Estimated 40+ volunteer hours (if all events are supported).*

Gift Wrap is the process of assembling baskets in a visually appealing way for auctions and raffles. This is an on-campus activity during school hours. PTO provides all supplies.

### **PTO Vice President of Fundraising, Anchor Ball**

*Time commitment – this is a PTO Board position with voting privileges, and is ongoing throughout the school year. In addition to overseeing the planning of this event, this position participates in the PTO Board meetings once per month. This position will exceed 40 volunteer hours.*

Responsible for the coordination and execution of the school's annual dinner-dance-auction gala, in collaboration with a large team of volunteers and committees. A venue is already secured; event is currently scheduled for April 2022.

### **Anchor Ball Event Coordinators (2)**

*Time commitment – ongoing throughout the school year. Estimated 40+ volunteer hours.*

Responsible for supporting the VP of Anchor Ball with the overall vision and execution of the actual event; includes areas such as décor, catering and entertainment. Responsible for securing vendors while keeping cost containment in mind.

### **Buy-In Parties Event Coordinators (2)**

***If you love planning parties, this one's for you!***

*Time commitment – ongoing throughout the school year. Estimated 20 to 40+ volunteer hours.*

Works with the PTO Vice Presidents of Seasons Tuition Assistance Luncheon and Anchor Ball to suggest ideas for buy-in parties with the goal of supporting each event's fundraising efforts. May coordinate with other PTO and St. Serra staff to find donors willing to support these parties. Post-event, works to support the party host(s) with guest communications and overall coordination of event details.

### **Anchor Ball Underwriting & Donation Coordinators (3)**

*Time commitment – ongoing throughout the school year. Estimated 40+ volunteer hours.*

Responsible for supporting the VP of Anchor Ball in soliciting event underwriting and physical donations for the silent and live auctions. Ensures all donor forms are received, tracked and logged, and builds the auction packages based on donations received.

***Please note – this is not a complete listing of all volunteer opportunities at St. Serra. Additional opportunities will be added throughout the school year, or contact our PTO VP, Volunteers for more information: [volunteer@serraschool.org](mailto:volunteer@serraschool.org)***