



## **2012-13 Classroom Volunteer Positions**

### **Kindergarten – 5<sup>th</sup> Grade**

#### **Room Parent**

A list of Room Parent applicants will be provided to each teacher by 9/28. The Room Parent for every classroom will be selected by the teacher. In addition, the Room Parent is responsible for choosing their Assistant Room Parent (based on the applicants via Sign-Up Genius). Responsibilities include, but are not limited to: Obtaining and distributing a Class Directory, providing guidance and consistent communication to both their classroom volunteers and classroom parents. This person will also work closely with their Assistant Room Parent and teacher to oversee various activities, parties, holiday and end-of-year teacher gifts, and projects for the class. The Room Parent is the main liaison between the PTO and their classroom parents. Room Parents are also encouraged to attend monthly PTO meetings.

#### **Assistant Room Parent**

An Assistant Room Parent will work closely with their Room Parent and assist them with all the aforementioned Room Parent responsibilities. Assistant Room Parents are also encouraged to attend monthly PTO meetings.

#### **Party Planners**

Party Planners will be contacted by the Room Parent and/or Assistant Room Parent to assist in planning parties for the classroom. Parties for the 2012-13 school-year include: Halloween (10/31), Holiday (12/21), Valentine's Day (2/14), and End of Year (5/31). Responsibilities may include, but are not limited to: Organizing, setting-up and attending party planning meetings, creating sign-up lists via "Sign-Up Genius" or "Help Counter" for recruiting volunteers and/or items needed for the class parties, and/or assisting during class parties.

#### **Social Event Planners**

Social Event Planners will be contacted by the Room Parent and/or Assistant Room Parent to plan optional outside classroom social gatherings throughout the year. Responsibilities may include, but are not limited to: Planning, organizing, and communicating various social events throughout the school-year to the class. (i.e., Mom's night out, Monthly Coffee for Moms, Book Club, Dads and Kids at Krispy Kreme, Brunswick Zone, Playdate at the Park, etc.)