

PTA Volunteer Opportunities at Steiner Ranch Elementary

President: Fill any open positions on board and committee roster. Lead board & general PTA meetings. Organize and supervise all PTA activities. Sit in on end of year budget report. Pick nominations committee. Work closely with school principal and school secretary. Plan school activities. Much the job is done at home, computer skills helpful, some school work necessary but hours and times are flexible.

1st VP Family- Board and voting position. Attend board and general meetings. Work closely with committee members. Computer skills helpful. Most at home work. The below positions report to the 1st VP.

Cares & Concerns- Handle all correspondence from PTA to school or community. Responsible for order flowers, baby gifts, sending condolences etc...Computer skills helpful, writing skills helpful. Most at home work. Job reports to the 1st VP.

Toy Drive – Responsible for setting dates and executing the holiday toy drive. Responsible for advertisement, collecting and delivery of gifts. Home and at school work. Job is concentrated during the December month. Job reports to the 1st VP.

Reflections – Responsible for executing the LISD reflections program. Work with school to make sure information is distributed, collected and turned in on time. Work with school regarding assembly in the spring. Computer and school work required. Job reports to the 1st VP.

Clothes Closet & Lost in Found – Work with LISD in recruiting volunteers to work the LISD Clothes Closet. Delivering merchandise to the Cedar Park. Checking and organizing lost and found area at school. Job is ongoing through out the year and is mostly away from home. Job reports to the 1st VP.

Academic Support – 2007-2008 year this was a Science Driven job...it may vary depending on the school focus. Requires working with principal in determining the year's focus. Recruiting volunteers and executing an academic plan to support the school. Computer skills helpful. At home and school work required. Job is ongoing through the year. Job reports to the 1st VP.

2nd VP Fundraising – Board and voting member. Attend board and general PTA meetings. Responsible for working with all committees on our school fund raisers. Mostly at home job; attend some school functions.

Silent Auction – Lead auction item solicitations. Log all items, put together baskets. Work the night of the auction. Silent Auction is held in conjunction with our Fall Family Night. Lots of hours both at home and at school. Computer skills helpful. Fall concentrated. Great job for a team! Job reports to the 2nd VP.

Scholastic Book Fair – Work with the librarian to set up and work the book fair. Develop a plan of executing the book fair. Event is in the fall and spring. Heavily concentrated in two specific weeks. Some at home and computer work. Good job for a team. Job reports to the 2nd VP.

Gift Wrap – Execute Sally Foster gift wrap event in the fall. Mostly at school work. Good job for a team. Job reports to the 2nd VP.

Christmas at the Ranch – Develop a holiday bazaar plan. Solicit vendors, work with school for set up. Mostly at home work other than day of event. Event held during December. Job reports to the 2nd VP.

Box Tops – Work school in collecting box tops. Must be good with deadlines and rules for submission. Mostly at home job. Job is ongoing through the year. Job reports to the 2nd VP.

Fall Family Event – Work with silent auction team, ticket sales team and school to plan a family night. Typically includes a meal, inflatable's...lots of coordinating and organization. Mostly at home work but heavy work load in the beginning of the school year. Job reports to the 2nd VP.

Ticket Sales – Develop and distribute ticket sales flyer for family event. Collect money and ticket request from school. Mostly at home work. Recruit ticket sellers and work the night of the family event. Computer skills necessary to track sales. Job reports to the 2nd VP.

Treasurer – Board and voting member. Responsible for tracking all PTA funds. Works closely with school, PTA members and board members. School back ground in finance is a plus. Strong computer skills a plus. The job is ongoing but mostly at home work. This person must be extremely organized.

Parliamentarian – Board and voting member .Responsible for ensuring meeting conduct and any bylaws revisions. Must attend board and general meetings. Job is ongoing.

Historian - Board and voting member. Responsible for putting together a scrapbook. Must attend board and general meetings.

Publicist - Board and voting member. Responsible for flyer development. Must attend board and general meetings. Mostly at home work. Computer and design layout work required.

Newsletter – Responsible for collecting and organizing all newsletter information and submitting to the school secretary. Works closely with the president and school secretary. At home work. Computer skills required.

Marquee – Responsible for monthly putting up new information on the marquee outside of the school. Work with school secretary and PTA president to collect dates and information. Job does work out for multiple people by splitting up the school months.

Pay it Forward – Job has typically been held by the person leading the pay it forward. Must work closely with school to set dates and programs. Mostly spring concentrated. Some at home and school work.

School spirit – Pick out school spirit wear. Solicit order forms, collect money. Be present at school functions. Work with outside vendors, PTA treasurer and school office. Must be organized. Some computer work. Job is done mostly at school. Job is on going through the year and begins in late summer.

Student Directory – High level of computer work. Collect student directory form and input data with a team of volunteers. Fall concentrated. Mostly at home work. Position needs to be someone detail orientated.

Membership – Be present at all late summer and early fall activities to solicit PTA members. Works closely with the student directory chair, treasurer and president. Submits necessary paperwork to Nat'l PTA. Computer skills helpful.

Room rep coordinator – Organize materials for room reps for back to school packet for teachers. Conduct beginning of the year meeting for all room rep's. Help with attendance at Teacher appreciation meeting. Some school and at home work.

Newcomer's meet & greet – Put together a morning coffee for all new parents to Steiner Ranch. One time job in the early school year.

Teacher Appreciation – Responsible for spring (usually May) event. Conduct meeting with room reps to determine game plan for recognizing our teachers. Requires a lot of time at school during the week of teacher appreciation. Planning work at home. Works with school, treasurer, president and room rep coordinator.

Environmental Chair - Board and voting member. Attend the board and general PTA meetings. Responsible to oversee the below committee positions. Mostly an at home job.

Wildflower Stomp – Fall project. Work with school in choosing a date for event. Buy, organize seeds for stomp. Work with volunteers the day of the event. One day concentrated for the job in the late fall. Job reports to the Environmental Chair.

Used book sale – Organize and distribute flyers to collect used books. Set up and work with volunteers to sell books to students and parents during school hours. Books left donated...must be able to lift heavy boxes. Work with school on set up. Fall projects, dates are flexible. Job reports to the Environmental Chair.

Recycling – Develop a recycle strategy. Work with school on pick up program. Mostly at school work and job is on going through out the year. Job reports to the Environmental Chair.
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Earth Day – Develop and implement plan to support Nat'l Earth Day. Spring concentrated job. Mostly at home work except actual recognized Earth Day.

Outdoor Classroom – Work with teachers to develop a plan on what they want. Must work with principle, volunteers and president. Job is on going through the year and done mostly at school, times and hours are flexible. Job reports to the Environmental Chair.

Family Activities - Board and voting member. Attend the board and general PTA meetings. Responsible for committees that are student focused.

Stallion Stampede – Works every Thursday organizing student runs. Prior knowledge of this position would be helpful. Works hand in hand with the office. Must be able to manage many details. Requires an every Thursday commitment from 2:00 until students are picked up. Has a volunteer staff. Knowledge of computer helpful. Job is year round.

LISD coordinator - Board and voting member. Attend the board and general PTA meetings. Job is managed through the district and receives direction from them. Works closely with school and PTA. Computer skills mandatory. Must attend many functions in the beginning of the school year to register school volunteers. The job is on going through the school year.