

VOLUNTEER JOB DESCRIPTIONS

Assistant to Nurse: Assist school nurse or fill in during nurse absence. Licensed nurses or parents welcome!

Bid and Buy: Help with the planning and organization of the PTO Bid & Buy Booth for the summer festival.

Cafeteria: Help serve lunch to students. Once a month, 11:45 AM – 1:15 PM.

Catholic Schools Week: Help with Friends and Family for Lunch in January.

Day of Reflection: Help plan and host a morning of spiritual reflection for members of St. Mary School and Parish.

Family Art Night: Create or work at an art station; help with set up and clean up.

Family Mentoring: Help acclimate new families to St. Mary School.

Fish Fry: Assist in the planning of the PTO Fish Fry (held during Lent) or work during the event.

Flower Sale: Help process orders and distribute flowers.

Home Prayer Program: Distribute (provided) materials that teach about the Catholic faith, emphasizing devotion to Mary.

Hospitality: Help bring fellowship to SMS meetings and events (September Meetings, Open House, etc.); donate food when needed and help prepare for the meetings/events.

Library: Check books in and out, shelve and catalog books, collect fines, read stories to younger grades. Weekly, 2 hours.

Magazine Drive – Count Money: Count and tally magazine orders and money. Mornings during Magazine Drive.

Magazine Drive – Prize Shop: Distribute prizes to students during Magazine Drive. Afternoons during Magazine Drive.

Market Day: Help send reminders regarding order pick-up and distribute orders at school. Monthly, 2 hours.

Office Assistance: Occasionally help with administrative tasks in the school office.

Open House (Assist Teachers): Help teachers set up for Open House during Catholic Schools Week in January.

Outdoor Beautification: Help plant flowers and with minor landscaping cleanup in front of school. 4–5 hours/year.

Outside Errands: Run local errands for the school office.

Phone Coverage: Answer phones at school during All School Masses and special church services.

Playground Monitor (Grades 1&2 or 3-5): Help supervise students on playground during recess. Monthly, 30 minutes.

Raffle Drive: Help count money and reconcile students' award tickets (for prizes). Mornings during Raffle Drive.

Room Parent: Organize and coordinate classroom parties, help teachers as needed and recruit parents for field trips.

Santa's Workshop: Help with set up and help children pick out the perfect gift for Christmas!

School Garden: Help bring the benefits of gardening to the students.

Seniors Bingo: Help with the bingo for senior citizens a few times per year (at school).

Spirit Wear: Help organize and distribute orders. Help sell Spirit Wear at various school meetings/events.

Spring Fling: Help plan, set up or decorate for this fun PTO event.

Staff Hospitality: Donate food and help prepare for events such as: Teacher Dinner (during conferences), Staff Christmas Lunch, Staff Appreciation Day Lunch, End of Year Breakfast, etc.; coordinate birthday gifts for faculty.

St. Mary Shop (Scrip Program): Help process and distribute gift card orders. The program is currently being reviewed to consider an online option.

Theater (St. Mary Players / Jr. Theater): Help with choreography, accompaniment, costumes, set, sound and ticket sales.

Uniform Exchange: Help manage the uniform exchange and lost and found areas.

Walk-a-Thon: Help plan this fun event for the students held in May.

Wellness: Provide information to parents and students about healthy eating habits; help the cafeteria provide healthy alternatives; plan activities to celebrate National Nutrition Month in March.

White Envelope: Help stuff White Envelopes in the school office. One Wednesday per month, 8:30-9:15 AM.

Word Processor: Help type special projects in school office, as needed.