

Volunteering at McKechnie Elementary

Volunteer positions	Description	# of Volunteers Required
<i>PAC EXECUTIVE POSITION</i> Chairperson	Oversee PAC activities, chair PAC Meetings, and work with school administrators and teachers to ensure effective communication. Act as a liaison between parents and the school.	1
<i>PAC EXECUTIVE POSITION</i> Treasurer	Create and maintain PAC Budget and all administration associated with it, including issuing cheques, making deposits, etc.	1
<i>PAC EXECUTIVE POSITION</i> Secretary	Facilitate in all the PAC meetings by taking meeting minutes and supporting the PAC Chairperson as necessary to facilitate all PAC-related events.	1
<i>PAC EXECUTIVE POSITION</i> Volunteer Coordinator	Create and maintain volunteer lists. Administer Sign-Up Genius. Communicate volunteer requirements to class parents & the school as a whole to recruit volunteers as needed.	1
SEPTEMBER		
Class Parents (Div.1 to Div.12)	This is a critical position with one parent needed per division, but it may be shared by two. Duties include: create class email & phone list, organize teacher gifts, be the PAC information source for your class by attending PAC meetings and/or distributing PAC info emails to parents.	12
Webmaster	To maintain & update the McKechnie PAC website with information as provided by the PAC Executive committee.	1
Communications Officer	Maintain school-wide contact list, distribute information from PAC to provide information & advertise PAC events. Reach out to new families. <i>(Multilingual is an asset).</i>	1
PAC Translator & Liaison Officer	Work with the Communications Officer and PAC Executive committee to translate all PAC communications.	1
Band Coordinator	Work with the conductor to distribute information about band program sign-up, organize band info. session for new students, inform parents about band performance dates/times, etc.	1

SEPTEMBER		
Hot Lunch Coordinator	Work with <i>C'est Mon Cafe</i> to coordinate weekly hot lunch and act as a liaison between hot lunch providers and school; schedule volunteers.	1
Hot Lunch Volunteers	Wednesdays from 11:45am-12:30pm, assist <i>C'est Mon Cafe</i> hot lunch providers with any food order discrepancies and handle any student complaints with their orders; contact parents if necessary.	6
Alternate Thursdays Pizza Lunch	Alternate Thursdays from 11:45am-12:30pm. Coordinate Pizza lunches once every two weeks. Work with volunteers to serve lunch to students.	Coordinator & 7 volunteers
Gr.7 Strathcona Trip Pizza Lunch	Alternate Thursdays from 11:45am-12:30pm. Coordinate Pizza lunches once every two weeks. Work with Grade 7s to serve lunch to students.	Coordinator & 2 volunteers
Grade 7 Grad Committee Coordinator	Coordinate the planning and execution of Grad. This should be a Grade 7 student parent.	2
Library Volunteers	Shelve books, check books in and out. 1-2 hour commitment per week.	12-15
Safe Arrival Volunteers	On assigned day, review attendance sheets and call parents of late students to verify absence. Shift is from 9:00-9:30am on your assigned day.	Coordinator & 5 volunteers
Year Book Editor & Assistants	Gather all year book photos from class parents and put together our amazing year books. Coordinate printing and distribution.	3-4
Yearbook Volunteers (Div.1 to Div.12)	Attend class events and take pictures, create up to 8 pages for your division. Can be shared, with one parent taking photos throughout the year and one putting together the pages at year end. <i>No Volunteers means no pages for that division.</i>	1-2 per division
Yearbook Special Event Volunteers	Take pictures and create pages of special events.	Multiple

OCTOBER / NOVEMBER		
Direct Drive Coordinator	Organize, advertise and collect funds for our largest annual fundraiser of the school year. Takes place in October.	1-2
Family Photo Night Coordinator	Coordinate set up with photography studio, schedule volunteers, manage time slot bookings, communicate with the school about the event.	1
DECEMBER		
Holiday Hamper Coordinator	Work with our contact to assign families to each class, post sign-up sheets, buy gift cards, sort collected items into hampers, coordinate volunteers to assemble hampers.	2
Holiday Hamper Volunteers	Assist in sorting and packing of the Holiday Hampers. Date and Time to be confirmed, one morning commitment in December.	6
FEBRUARY		
Family Photo Night Volunteers	Maintain the schedule by ushering families through to the photographer at allotted times.	6
APRIL		
Track & Field Volunteers <i><further details to follow at a later date></i>	Work alongside a teacher sponsor to lead the children in their scheduled practice times to prepare for district track meets. Without sufficient supervision for the various sports & levels, students will not have the opportunity to participate in track & field.	12-15
MAY		
Sports Day Coordinator	Schedule volunteers and liaise with the school to help with Sports Day execution in mid-May.	1
Friday Night Fever Coordinator	Our annual school carnival is entirely PAC organized and is a highlight of the school year! Coordinate vendors, events, activities, booths & schedule volunteers. (Prior event planning experience is an asset.) Event at end of May.	1-2
Friday Night Fever Volunteers	Volunteer at Friday Night Fever in a variety of positions including running games, bingo, ticket sales, etc. One volunteer per family attending the event is required.	One parent per family attending