

FFA Volunteer Positions Descriptions

Art Corps

A school-wide program that provides in-class art instruction using parent volunteers as instructors. The Art Corps committee includes a head administrator, volunteer coordinator, supply manager, and art show supervisor. At least two parent volunteers are needed for each classroom to learn, plan, and teach lesson to students and to prepare student art work for the Art Show in the spring. *Time commitment: 3 hours per month, varies with position.*

Assemblies Coordinator

Research school-wide assembly options keeping in mind the budget allocated. Schedule 2-3 assemblies (after getting approval from school administrative staff), arrange for payment through the FFA Treasurer, and facilitate the smooth running of assemblies on the day of. *Time Commitment: 4 hours to schedule assemblies during end of summer/beginning of school year, 1 hour at the time of each scheduled assembly.*

Bear Hugs Coordinator

Provide special recognition to Kindergartners on a monthly basis. Kindergartners have a special snack time with the Principal and are recognized for their behavior and achievements throughout the year. *Time commitment: 2 hours per month.*

Birthday Book Club

Coordinate and purchase books for the library using Birthday Book Club donations. *Time Commitment: 1-2 hours per month.*

Book Fair Co-Chairpersons

Starting one month prior to Book Fair, two people needed to act as co-chairpersons to share responsibilities. Duties include managing the Fair, gathering volunteers, teacher scheduling, setting up and taking down Fair, participating in a Scholastic workshop, answering any questions regarding the Fair by teachers, parents, students. One co-chairperson is needed on site at all times during the Fair set-up, sale days, and teardown. *Time Commitment: 25 hours over a one-month period.*

Treasurer

Treasurer is responsible for counting and preparing deposits each day of Book Fair, sends out money totals to co-chairs. Deals with cash and checks and credit cards, counts "One 4 Books" contest monies. *Time Commitment: 2 hours per day for 4-5 days during week of Book Fair.*

Book Fair Hospitality Coordinator

Hospitality coordinator is responsible for procuring and serving (via donation or purchasing with Fair funds) muffins, juice, and coffee for morning "Muffins for Moms" and "Donuts For Dads" Book Fair events. *Time Commitment: 2 hours preparation in arranging to get food/serving items, 2 hours on each morning of event.*

Family Night Coordinator

Plan the one-night-only evening opening of the Book Fair and coordinates volunteers for this event. Coordinate serving of a snack and/or a family activity (book reading, movie, craft) to engage families at the evening Book Fair sale event. *Time Commitment: 2 hours planning event, 3 hours on night of the event.*

Scholastic Contest Coordinator

"One 4 Books" contest runs for about 2 weeks before the Book Fair - classes collect change/bills and Scholastic matches every cent we bring in and donates that to a charity. MRE keeps the money our students collect to spend at our Fair on books for the library or classrooms. *Time Commitment: 8 hours advertising and managing program at time of Book Fair.*

Box Tops Coordinator

Up to twice a year campaigns and collects Box Tops for Education on behalf of the school. *Time Commitment: 5 hours up to twice a year.*

Bus Drill Coordinator

Coordinate 3-4 volunteers to help as “runners” to call every class to come to the upper playground to participate in the bus safety drill one day in spring. You will have guidance from the school office and a schedule of classes to call. The bus drivers will run the drill. *Time Commitment: 1-2 hours finding volunteers, 4 hours on day of scheduled bus drill.*

Character Education

Each month our school focuses on a different character trait. Parent volunteers spend about 30 min each month in the classroom teaching a short lesson that relates to the month's character trait. Lesson materials and planning aids are provided. Time Commitment: 1 hour a month.

Class Advancement and Fundraising

Promotion Committee for incoming fifth grade parents are invited to join the committee that raises money and makes preparations for graduation and party in June.

Incoming Fourth Grade Parents are invited to join the committee that raises money and makes preparations for graduation and party the following June.

Display/Decorations Assistant

Maintain and update the bulletin boards in the front of the school and in the teacher's lounge, keeping MRE students, parents and teachers aware of upcoming FFA sponsored events. *Time commitment: 1-2 hours per month or as needed.*

Family Fun Events

Father-Daughter Night

Plan and orchestrate school-wide dance for MRE girls and their special guy (typically in the Winter/Spring). This position can be run with a co-chairperson and planning can be split among a committee. There is a folder containing all of the information used for previous dances with electronic documents, invitations, etc. In addition, there are decorations for various themes available. *Time Commitment: 2-3 hours for preliminary reservations 2-3 months before the event, 5-7 hours for detailed planning 3-4 weeks before the event, 5 hours for set up and clean up the day of the event.*

Mother-Son Night

Plan and orchestrate school-wide party for MRE boys and their special lady (typically in the Winter/Spring). This position can be run with a co-chairperson and planning can be split among a committee. There is a folder containing all of the information used for previous parties with electronic documents, invitations, etc. In addition, there are decorations for various themes available. *Time Commitment: 2-3 hours for preliminary reservations 2-3 months before the event, 5-7 hours for detailed planning 3-4 weeks before the event, 5 hours for set up and clean up the day of the event.*

Family Fun Night

Plan and orchestrate school-wide family fun event (e.g., bowling, ice skating, etc.) This position can be run with a co-chairperson and planning can be split among a committee.

Time Commitment: 2-3 hours for preliminary reservations 2-3 months before the event, 5-7 hours for detailed planning 3-4 weeks before the event, 5 hours for set up and clean up the day of the event.

Family Movie Night

5th grade promotion committee plan and implement a Family Movie Night by arranging for a date/time/ location at school, arrange for all necessary movie-viewing equipment, advertise, and consider selling snacks/food, coordinate with FFA and School Administration. *Time Commitment: 8 hours planning and implementing event.*

Talent Show

Plan and orchestrate school-wide talent show. This position can be run with a committee. *Time commitment: 2-3 hours preplanning, 5-7 for try-outs, 5 hours for set up and clean up the day of the event.*

First Lego League Administrator

Organize MRE FLL teams and events, keep records of registrants and their payments, act as liaison to MRE FFA, provide support to form teams and purchase FIRST team registration and manage materials when not in use. *Time commitment: 2-10 hours per week, depending on time of year.*

Fourth of July Parade Coordinator

Plan and implement the participation of many MRE adults and students to march in SR 4th of July Parade. Enter MRE as a group participant in the parade, send out information to entire student body, meet group on July 4th and march in the parade as a group. *Time Commitment: 1-2 hours planning before the parade starting with registration in early spring, 2-3 hours on day of event.*

Green Team

The Green Team Chair facilitates communication between district employees, school staff, teacher, volunteers, and outside agencies to plan and implement a variety of environmentally friendly practices and events throughout the year. This position can be run with a committee including but not limited to a garden project coordinator, Earth Day coordinator, recycling coordinator, and campus beautification coordinator. Parent volunteers are needed for each classroom to learn, plan, and teach lessons to students. *Time Commitment: 2-6 hours per month, depending on position.*

Halloween Carnival

Plan and orchestrate annual Halloween Carnival in October. This position can be run with a co-chairperson and planning can be split among a committee. Duties start in August and include soliciting sponsors, renting carnival equipment, hiring food trucks, organizing volunteers, marketing, ticket-sales, set-up and cleanup. Committee members include: Games Coordinator, Silent Auction Coordinator, Ticket Coordinator, Food Coordinator, Prize Booth Coordinators, Book Sale Coordinator, Bake Sale Coordinator, and Volunteer Coordinator. *Time Commitment for committee members: 10 hours planning in fall, 12 hours during week of Carnival.*

Hospitality Coordinators

Coordinate Kindergarten Orientation, First Day of School Parent Coffee, and Ice Cream Social in the fall. Plans and implements teacher/classified staff appreciation in the spring. *Time Commitment: 5-8 hours in the fall and 3-4 hours in the spring.*

Jog-A-Thon Chairperson

Plan and implement the school-wide Jog-A-Thon typically held in April. Duties starts 2-3 months before event and include procuring student t-shirts, preparing student pledge cards and advertising materials, gathering and scheduling volunteers for each class, managing donations of water and other refreshments, set-up and clean-up for the 2-day event, tallying laps and organizing prizes. *Time Commitment: 15-20 hours of planning prior to event, 6 hours on each day of event and 6-12 hours following event for cleanup and prize preparation.*

Treasurer

Responsible for counting money and preparing deposits during Jog-a-thon with assistance of Jog-a-thon chairperson(s) and/or FFA Board Member(s) on a pre-arranged schedule during an approximate 3 week period surrounding Jog-a-thon. Reports money totals to co-chairs and FFA. *Time Commitment: 2 hours a day for approximately 10 days throughout duration of Jog-a-thon activities.*

Sponsor Coordinator

Finds and works with individuals or businesses who agree to sponsor the MRE Jog-a-thon in the form of monetary donations, gift cards, food/product donations for the event. *Time Commitment: 6-8 hours in the months leading up to Jog-a-thon.*

Signs Coordinator

Design, market, and order Encouragement Signs to be hung around the track during the Jog-A-Thon. Pick up signs from printer, hang signs around field, remove signs after event and deliver to classrooms. *Time Commitment: 6 hours at the time of the Jog-A-Thon*

Kindergarten Summer Playgroup

Organize 3-4 summer playgroups for incoming kindergarteners. Collect e-mail addresses of interested parents. Notify parents of playgroups via e-mail, website, and SRCA newsletter. *Time Commitment: 6-8 hours over the summer.*

Photographer

Take pictures at school events for use in marketing events and publication in yearbook. *Time commitment: 1-2 hours a month, more during major events.*

Pledge Drive Coordinators

Responsible for developing a marketing plan for the MRE annual Pledge Drive; designing, printing, collating and distributing Pledge brochures to all families at school; promote the Pledge Drive through posters, website, flyers, and/or speaking to parents at Back to School Night; handling all aspects of collecting returned Pledges, tabulating and reporting results of participation and money raised to FFA and parents; plan, prepare and send thank you letters. *Time Commitment: 5-8 hours a week August-October. 2-4 hours a month thereafter, steadily tapering off in second half of school year.*

Restaurant Night Coordinator

Contact local restaurants and setup a fundraising night for school participation. *Time Commitment: 1-2 hour per month.*

School Directory Coordinator

Responsible for putting together school-wide directory by finding advertisers/sponsors; collecting, verifying and collating directory information; proofreading and printing directory; distributing directories to all families. *Time Commitment: 6-8 hours a week September–November.*

Spaghetti Dinner Coordinator

Coordinator is responsible for organizing the spaghetti dinner at open house in the spring. *Time Commitment 2-3 hours prior to the event, 3-4 hours at the event.*

Spirit Wear Coordinators

Design (if desired), stock, inventory and sell MRE T-shirts and apparel. Organize 2-3 days for Spirit Wear sales in Sept/fall and 2-3 more sales throughout year. Manage Internet orders. *Time Commitment: 12 hours in late Aug/early Sept, 4 hours for each sale after that.*

Spring Social

Plan and implement evening adult social typically held at the Rancho Bernardo Inn in early spring. Duties include procuring auction items, contacting sponsors, working with the Inn, set-up, and cleanup. *Time Commitment: 30-40 hours in early spring.*

Treasurer

Manage the finances for the Golf Tournament and Spring Social. Keeps a spreadsheet of expenses and income. Counts money and prepares deposits. Reports totals to chairperson and FFA. *Time Commitment: 10 hours preparation and 10 hours on day of event.*

Marketing Coordinator

Marketing Coordinator is responsible for marketing and advertising for the Spring Social. Duties include preparing and distributing flyers (print & online) and contacting SRCA and local businesses to promote event. *Time Commitment: 10 hours in the weeks prior to event.*

SRCA Newsletter Coordinator

The coordinator is responsible for gathering information, writing and submitting articles to the SRCA Newsletter. *Time Commitment: 3-4 hours a month throughout school year.*

Store Rewards Coordinator

Coordinate school participation in Amazon Associates rewards and other store rewards program campaigns. *Time*

Commitment: 2-4 hours in the fall.

Students Who Care Coordinator

Plan and orchestrate events for students to do charitable work in and around the school. No more than 4 events per year.

Time Commitment: 2-4 hours of planning and marketing each event, 2-4 hours to implement each event.

Website Coordinator

Assist Communications Officer in updating the homepage of the school's website following each Wednesday email newsletter and any other requested changes to the website. *Time commitment: 2-3 hours per week.*

Yearbook

Production Chair

Responsible for gathering pictures, running cover contest, and planning yearbook. May work with a yearbook company or create content on own. *Time Commitment: 6-8 hours a week starting in March.*

Treasurer

Responsible for advertising sales, preparing and distributing flyers (online) for sale of yearbooks; posting yearbook sale information on website; counting money and preparing deposits with assistance of yearbook chairperson on a pre-arranged schedule during an approximate 2.5 month period (April thru mid-June 2010) of yearbook sales.

Reports money totals to yearbook chairperson and FFA. *Time Commitment: 1 hour a day for approximately 10-15 days throughout yearbook sales period.*

Group Pictures

Take photographs for yearbook of school clubs/groups. *Time Commitment: 2-4 hours during the month of May.*