

Rosy Mound PTA Roles & Responsibilities

Position: Volunteer Coordinator

Responsibilities:

- To coordinate, staff and communicate with volunteers for Rosy PTA events.
- Establish open communication and act as a liaison between the volunteers and the chairpersons for all Rosy PTA Events/Activities.
- Responsible for ensuring all volunteers are properly thanked for their efforts after the event.
- Update the PTA Board with current volunteer needs.
- Be a member of Rosy Mound PTA.
- Maintains the PTA Bulletin Board with current events, volunteer needs & Calendar of events.
- Maintain the Volunteer Binders at the PTA Bulletin Board.
- Work with Webmaster to ensure up-to-date information is posted on the website.
- Work with Webmaster to send email communications for requesting volunteers and thanking volunteers.
- Monitor and communicate through the volunteer email box.
volunteer@rosypta.org
- Turn in your **Volunteer Leader** Folder to the incoming volunteer coordinator at the end of your term and allow for shadowing with incoming volunteer coordinator(s).