

St. Joseph Parish School

Dedicated (Chair) Volunteer Position Job Descriptions

2025-2026

The following positions are still needed for next school year. Sign-ups begin on May 1st at x2vol.com!

Back to School BBQ Co-Chair: 15 volunteer hours

- Work with school staff to identify event details.
- Identify the amount and type of volunteers needed to work at the event and communicate to the Volunteer Tech Coordinator.
- Identify menu and coordinate shopping and prep work. Work with the PC Treasurer for any financial coordination, reimbursement, or fundraising needs.
- Fill out marketing forms and return those to the event contacts so that the event can be marketed to the community.
- Oversee volunteers at set up, during the event, and at clean-up of the event.

Timeline: Preparation for the event will begin in August and the event will take place in September.

Event Contact: Parents' Club President/Vice-President

Walk a Thon Co-Chair: 20 volunteer hours

- Work with school staff to identify event details.
- Coordinate with snack sponsor or create snack menu and coordinate shopping and prep work.
- Organize décor and fun materials for the event.
- Work with the Marketing Coordinator to make the event known to the community.
- Work with Volunteer Tech Coordinator to find volunteers to work at the event and bring needed materials.
- Oversee volunteers at set up, during, and clean-up of the event.

Event Contact: Development Director

Trunk or Treat Co-Chair: 15 volunteer hours

- Work with school staff to identify event details.
- Fill out marketing forms and return those to event contacts so that the event can be marketed to the community.
- Work with Staff to assist with any prep work needed
- Work with event contacts and software coordinator as needed to identify volunteers to work and participate in the event
- Oversee volunteers and assist with set up, the event itself, and clean-up of event

Timeline: Preparation and event will occur in October.

Event Contact: Parents' Club President/Vice President

Book Fair (Fall and Spring) Chair: 15 volunteer hours

- Coordinate events with school staff and Scholastic.
- Reconcile register to report to Jill and Scholastic.
- Assist with set up and clean-up of the event, the event itself, and oversee volunteers.
- Work with the Marketing Coordinator to make the event known to the community.
- Work with admin staff to create a schedule for the kids and teachers to create Wish Lists.
- Work with Volunteer Coordinator and Software coordinator to find volunteers to work at the event.

Timeline:

Fall: Preparation and marketing of the event will take place mid-October, with the event occurring during conference week. Spring: Preparation and marketing of the event will take place mid-April, with the event occurring in May.

Event Contact: School Administration

Bingo Night Chair: 22.5 volunteer hours

- Work with event contacts to identify event details.
- Sell tickets to the event.
- Fill out marketing forms and return those to event contacts so that the event can be marketed to the community.
- Work with event contacts and software coordinator as needed to identify volunteers to work and participate in the event
- Oversee volunteers and assist with set up, the event itself, and clean-up of event

Timeline: Preparation and Marketing will take place prior to Christmas break as needed. Event will be in January

Event Contact: PC President/Vice President

Spring Carnival Co-Chair: 22.5 volunteer hours

- Work with school staff to identify event details.
- Identify menu and coordinate shopping and prep work.
- Organize all aspects of games, activities, and prizes.
- Fill out marketing paperwork and return to Marketing Coordinator to make the event known to the community.
- Work with event contacts and Software coordinator to find volunteers to work at the event.
- Oversee volunteers at set up and clean-up of the event, including 7th and 8th grade game volunteers.

Timeline: Preparation and marketing of the event will take place mid-April and into May, with the event occurring in mid-late May.

Event Contact: PC President/Vice President

SOAR Squad Chair: 25 volunteer hours

- Work with School administration, Volunteer Coordinator, and Software Coordinator to identify volunteers
- Work on a complete timeline of staff appreciation lunches with school administrators.
- Maintain all communication with Soar Squad volunteers including basic instructions, reminders, etc.
- Assist with lunch organization as needed.

Timeline: Monthly communications and reminders throughout the year.

Contact: School Administration

CYO Chair: 45 volunteer hours

- Organize the school's participation with CYO
- Communicate with coaches and teams as needed.
- Maintain communication with school and parish administration as needed.
- Work with School Administration and the Software coordinator as needed.

Timeline: Throughout the year, with more work expected at the onset of the sport season.

Contact: School Administration

Eddy the Eagle: 20 volunteer hours

- Attend events requested by school staff as needed in Eddy the Eagle costume.

Timeline: As needed.

Contact: School Administration

Yearbook (2 chairs): 45 volunteer hours

- Coordinate with the printer regarding cost and when the yearbook will be printed.
- Coordinating with the office to get individual pictures from the school photographer.
- Communicate with and obtain pictures from the community as needed.
- Put the yearbook together.

Contact: School Administration

Mentor Family (10 positions): 20 volunteer hours

- Reach out to your mentor family ASAP to introduce yourself and set up a time to meet/play date.
- Reach out in August to support new family with the beginning of the school year and any questions they may have.
- Check in multiple times throughout the year.
- Make yourself available to meet up at school events.

At Home Helper (1 position per grade/trimester): 10 volunteer hours per trimester

- Coordinate with classroom teacher on projects that can be done at home and brought back to school.
- Assist in organizing lesson materials, grading papers, etc.

Room Parent (2 positions per grade): 25 volunteer hours

- Coordinate with the teacher regarding classroom volunteer opportunities, parties, and other needs of the classroom.
- Collect money from parents in order to purchase teacher gifts.
- Communicate important classroom news to parents via email or through the WhatsApp classroom chat.
- Take pictures during classroom events and upload them to the classroom yearbook folder.

Contact: Parents' Club Room Parent Liaison

