

Volunteering at McKechnie Elementary

Volunteer positions	Description	# of Parents Required
<i>PAC EXECUTIVE</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. 2-year commitment.	1-2
<i>PAC EXECUTIVE</i> Treasurer	Create and maintain the PAC Budget and all associated administration (i.e. issuing cheques, making deposits, etc.) 2-year commitment.	1
<i>PAC EXECUTIVE</i> Secretary	Facilitate in all PAC meetings by taking meeting minutes and supporting the PAC Chairperson(s) as necessary to facilitate all PAC-related events. 2-year commitment.	1
<i>PAC EXECUTIVE</i> Volunteer Coordinator	Create and maintain volunteer lists. Update and administer Sign-Up Genius. Communicate volunteer requirements to class parents & the school as a whole to recruit volunteers as needed. 2-year commitment.	1
Communications Officer (Webmaster)	To communicate all PAC-related events & updates to families using MailChimp. Design, maintain & update the McKechnie PAC website with timely information as provided by the PAC Executive committee.	1
Class Parent(s)	<i>Division Volunteers</i>	One or two parents per division with duties which include: creating a class email & phone list, organizing teacher gifts, being the PAC information source for your class & distributing PAC information to parents in your division as necessary.
Yearbook Layout		Attend class events and take photos, create up to 6 yearbook pages for your division. Experience in photography, photo editing & desktop publishing skills are an asset.
Band Program Coordinator	Coordinate and help promote the McKechnie before-school band program with the conductor. Schedule Tom Lee Music's instrument demo day and arrange for an appropriate time & location for the event. Act as a liaison between the conductor and parents if necessary.	1

SEPTEMBER

Hot Lunch Wednesdays	Wednesdays from 11:30am-12:30pm. Work with <i>C'est Mon Café</i> to coordinate hot lunch and act as a liaison between hot lunch providers and the school. Assist <i>C'est Mon Café</i> staff with any food order discrepancies; contact parents if necessary.	Coordinator & 4 volunteers
Alternate Pizza Day	Alternate Thursdays from 11:45am-12:30pm. Coordinate Pizza lunches once every two weeks. Work with adult volunteers to serve lunch to students.	Coordinator & 7 volunteers
Grade 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 Grade 7 Grad. This position should be held by a Grade 7 parent.	1-2
Year Book Editors	Coordinate and design the full layout for McKechnie's yearbook. Photos will be gathered from division yearbook volunteers and other special event photography volunteers. Coordinate printing and distribution. Photography editing & desktop publishing skills are required.	2-3
Yearbook Special Event Volunteers	Take photos and create yearbook pages for special events.	Multiple
Library Volunteers	Shelve books, check books in and out, 1-2 hours per week. Assist in tasks as assigned by the school librarian.	12-15

OCTOBER / NOVEMBER

Direct Drive Coordinator	Work with the PAC and the school to finalize a Wish List, communicate to parents about the Direct Drive, collect Direct Drive donations and communicate progress to the school.	1
Family Photo Night Coordinator	Coordinate set up with the approved photography company, schedule volunteers, manage time slot bookings, promotions about the event.	1

DECEMBER		
Holiday Hamper Coordinator	Work with our contact to assign families to each class, post sign-up sheets, sort all collected items into hampers, coordinate volunteers to assemble hampers.	1-2
Holiday Hamper Volunteers	Assist in sorting and packing of the Holiday Hampers. Date and Time to be confirmed, one morning commitment in December.	3-4
FEBRUARY		
Family Photo Night Volunteers	Maintain the photo shoot schedule by ushering families through to the photographer at their allotted time.	6
APRIL		
Track & Field Volunteers <further details to follow in the spring>	Work alongside a teacher sponsor to lead the children in their scheduled practice sessions in preparation 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, Sports Day is usually in mid-May.	1
Friday Night Fever Coordinator	Work with a team of committee volunteers to: coordinate vendors, event booths, activities & schedule volunteers. <i>Friday Night Fever</i> is typically the last Friday in May.	1-2
Friday Night Fever Volunteers	Volunteer at Friday Night Fever in a variety of positions including running games, bingo, cake walk, craft station, snack station, ticket sales, etc. One-hour volunteer shift for one family member; sign-up information will be available in early-May.	One-hour timeslot per family attending