

## GCS Parent Volunteer Job Descriptions

1. **Bus Duty** (mornings only) – Team member to assist children across the street and monitor them walking up the school driveway. Time commit: 15-20 minutes daily. Members can choose M,T,W,TH, F (8-8:20am) ; Volunteers needed: 2-3 people
2. **Bulletin Board** – Each Team member is responsible for decorating the board outside the office. Materials are provided by the school unless you have something you would like to use. Theme Books are available. Theme Book available. Time commit: Members may opt to sign up for one month theme only. (Sept-Jun)
3. **Candy Bar Drive** – (October) Ordering Candy and running sale. Choose two counting days and have team members help count on those days. Volunteers needed: 2-3 people
4. **Field Day** - (June) Choose events. Check ribbons, Gather materials needed, set-up the field. Use team members to run the games. Need many volunteers.
5. **Magazine Drive-** ( March) Choose dates and run drive. Have team available for turn-in days for prizes, etc. Volunteers needed: 2-3 people
6. **Teacher Appreciation Christmas Lunch:** (December) Help coordinate meal with other team members. Use of kitchen, utensils, available from the school. Volunteers needed: 2-3 people
7. **Teacher Appreciation Year End :** (June) Help coordinate meal with other team members. Use of kitchen, utensils, available from the school. Volunteers needed: 2-3 people
8. **Spring Program:** (April) Help out with costumes, props, etc. Volunteers needed: 2-3 people
9. **Christmas Program:** (December) Help out with costumes, props, etc. Volunteers needed: 2-3 people
10. **Spring Auction:** (Apr/May) Help out with coordinating auction items, setting up room, etc. Volunteers needed: 4-5 people
11. **Christmas Parade:** (December) Helping with coordinating the event with the town of Merrimack. Volunteers needed: 2-3 people
12. **Yearbook:** Collect pictures of all different events held by the school and develop a booklet for year end distribution. K-6 (ski program, field events, ice cream parties, Christmas program, St. Society, etc.) Volunteers needed: 2-3 people
13. **Ski Program:** (Jan-Mar) Assist with Chaperoning at Pat's Peak. Free ski passes shared by chaperones during the ski session. Volunteers needed: 4-5 people
14. **Film/Video:** Videotape the Spring and/or Christmas Program. Volunteers needed: 1-2 people

Continued on Back



## **GCS Parent Volunteer Job Descriptions (cont.)**

15. **Library:** Team members help straighten books, return books to bookshelf. (once per week) (M,W, F) Select any day. Volunteers needed: 2-3 people
16. **Miscellaneous Maintenance:** Helping with cleaning, painting and other small maintenance projects throughout the school year.
17. **Campbell Soup Labels: Box Top Coordinators: position filled.**