

VOLUNTEER JOB DESCRIPTIONS

Brinker PTA has many events and activities where volunteers are needed either throughout the school year or for one-time events. Chairmen of these activities are in place, but volunteers are needed to make each event successful.

BOOK FAIR: Volunteers will assist at the Book Fair with setting up before the sale, tear down after the sale is completed, helping children with wish lists and/or selling books during sale hours of the Book Fair as your schedule allows (2 week-long events per year – one in fall & one in spring).

COMMUNITY OUTREACH PROJECTS: Volunteers will assist with Community Outreach Projects such as the Wipe Out Kids Cancer Fun Run & Brinker Blood Drive (various events held throughout the year).

CULTURAL DIVERSITY EVENT: Volunteers will assist with the planning and executing of our annual Cultural Diversity Event (one-time event held in the spring).

ENVIRONMENTAL/LANDSCAPING: Volunteers will assist with environmental awareness activities at Brinker, such as Earth Day week activities, flower bed planting & Recycling Day (various events held throughout the year).

FALL FAMILY PICNIC: Volunteers will assist with the planning, set-up and execution of the family picnic event (one-time event held in September).

FIELD DAY: Volunteers will assist with various outdoor games and activities during Field Day (one-time event held in May).

GRADE LEVEL VOLUNTEER: Volunteers will assist with special grade-level activities as needed and directed by the Team Lead Teachers and Lead Homeroom Representatives, including classroom parties (various events throughout the year).

GREETER DESK: Volunteers will greet parents and volunteers entering the school. Assist with deliveries to the bins outside each grade level hallway as directed by the front office. Shift times are approximately two hours (ongoing throughout the school year, may be scheduled on a regular basis, one to four times per month, or as your schedule allows).

HOMEROOM REPRESENTATIVE: Volunteers will help the Lead Homeroom Representative plan & execute grade level parties, as well as assist in obtaining and organizing volunteers as needed throughout the school year. As the main contact for the classrooms, these volunteers must have excellent communication skills to relay information to the parents of the respective class on behalf of the PTA.

KINDERGARTEN READING BUDDY: Volunteer will read one-on-one with kindergarten students during their centers time to help build their oral reading & comprehension skills (ongoing throughout the school year from November through May, may be scheduled on a regular basis, one to four times per month, or as your schedule allows).

LEAD HOMEROOM REPRESENTATIVE: Volunteers will plan & execute grade level parties with the Team Lead Teacher and the Homeroom Representatives, as well as obtain volunteers for other grade level events as needed (i.e. Kindergarten Mud Pie Day, 4th Grade Bike Rally, Brinker Bash, etc.) As the main contact person for the grade levels, these volunteers must have excellent email communication and organizational skills (ongoing throughout the school year based on the needs of the grade level).

LITERARY ENRICHMENT SUPPORT: Volunteers will assist with Literary Enrichment after-school events related to Bluebonnet Reading Lists for grades 3rd through 5th & 2x2 Reading Lists for grades Kindergarten through 2nd (various events held throughout the year, mostly in spring)

LIBRARY VOLUNTEER: Volunteers will assist school librarian with circulation desk, including check-in, checkout, & shelving of library materials and any other special projects. No special library knowledge required. Volunteers will be trained. Shifts are one hour (ongoing throughout the school year, may be scheduled on a regular basis or as your schedule allows).

MATH FACTS MANIACS: Volunteers will meet one-on-one with 3rd and 4th grade students during a designated time to focus on building basic math facts proficiency. Shifts are 30 minutes (ongoing throughout the school year, may be scheduled on a regular basis or as your schedule allows).

TEACHER APPRECIATION: Volunteers will help with the planning and execution of Teacher Appreciation events (various events throughout the year, as well as one week-long event in spring).

T.L.C. (TOTALLY LUSCIOUS CAKES): Volunteers will make a special cake for a Brinker staff member's birthday or other special occasion and deliver it to the school. Recipes and instructions are provided (ongoing throughout the year, may be scheduled for one or more based on your availability).

V.I.P. (VERY INTERESTED PARTNERS): Volunteers will work one-on-one with selected students on school subjects determined by their teacher(s). A volunteer training/orientation is provided (Time commitment is 30 minutes, once a week for the entire year for each student; volunteers may sign up for as many students as their schedule allows).

WORKROOM VOLUNTEER: Volunteers will prepare classroom materials by volunteering for shifts in the teacher workroom. Materials are prepared for all grade level teachers, as well as PACE & Special Education teachers for use with students in the classroom. Shifts are 1-2 hours (ongoing throughout the school year, may be scheduled on a regular basis or as your schedule allows).