

Wolftrap Elementary School Volunteer Position Descriptions

Audit Committee - Volunteers needed to review the accounting and business records and financial statements of the Wolftrap Elementary PTA. Volunteers should have experience with accounting or auditing. Timeline: Fall

Book Fair Volunteer - Volunteers needed to set-up and pack-up the Fair, help students with purchases, and help ring up sales. Timeline: November

Chess Club Volunteer - Volunteers needed to set-up and put away chess sets and to supervise the students during weekly meetings. It is a requirement to volunteer if your child participates in the Chess Club. Timeline: ongoing

Cultural Arts Coordinator/Volunteer - The Cultural Arts Committee brings the arts and sciences into Wolftrap, giving all students an opportunity to experience various mediums covering music, dance, art and science. The committee sponsors assemblies, programs, evening cultural events and afterschool programs. Coordinator duties include assisting with registration and coordinating between the school and program instructors. Volunteers needed during some afterschool programs. Certain programs offer benefits for coordinators and volunteers. Timeline: ongoing

Directory - The directory committee compiles the directory from a database system, edits the data, sells advertising, and distributes the directory. Responsible for the print and online versions. The goal is to have the directory completed by mid to late October.

***Edison Exposition Committee Volunteer** - The Edison Exposition is a PTA-sponsored non-competitive science fair that showcases science concepts, science experiments, and original inventions for students in grades K-6. Volunteers are needed to help plan and run the Expo, do in-class science demonstrations, and provide student registrations and awards. Volunteers needed night of the event. Timeline: ongoing and March

Family Fun Skate Night - Organize Wolftrap's Annual Skate Night. Involves coordination with the ice rink, tracking registrations, managing volunteers, marketing and logistics. Volunteers are needed on the night of the event to help with check-in, manage music and serve food. Timeline: February

5K Run Volunteer - The Chairperson will recruit and lead a committee of volunteers in securing sponsorship, timing services, race shirts, awards and race packets. Responsible for race logistics, county authorization, registration, and working with school administration. On race day, volunteers are needed for registration, race monitors, aid stations, refreshment distribution, and a host of other race logistics. 5K work generally begins about five or six months from race day and requires a considerable number of hours in the month(s) leading up to the race. The race promotes Wolftrap Elementary to the wider Vienna community.
Timeline: ongoing and April

Girls on the Run - Girls on the Run is a program that prepares pre-teen girls for a 3.1 mile running event through uplifting workouts and encourages positive social, mental and physical development. The innovative, challenging curriculum addresses specific life skills through the use of games, warm-ups, and workouts. Girls on the Run is twice weekly for one hour beginning February and running through mid-May. The program culminates in a 5K run. Volunteers are needed to serve as coaches and assistant coaches. Timeline: February-May

Grace Art Volunteer - The GRACE Art-in-the-Schools program provides monthly art appreciation portfolios that focus on a specific artist, style or theme. Volunteers are needed to present information

on the particular artist or subject and help children complete a hands-on related art project. Lesson materials, visuals and art project ideas are provided. Volunteers are needed every month and usually work in teams. No art background is necessary. Timeline: ongoing and April

Growing Together Gardens – Help, plan, install, and maintain shrubs and plants to attract birds and other wildlife to Wolftrap School grounds. Schedule spring and fall cleanup sessions. Timeline: ongoing and as needed.

Howler Editor – Plan, edit, layout, and distribute a monthly online PTA newsletter with information, photos, and news from the past month's activities. May require taking photos at some school events.

Human Relations Volunteer - The Human Relations Committee is Wolftrap's outreach program. Assist counseling staff in creating and implementing community outreach projects. Includes research of potential projects; creation of dateline and logistical requirements; communication with donation recipients (including delivery and follow-up); and project promotion via PTA vehicles and other publications. Timeline: as needed.

Label Rebate Programs- Box Tops for Education/Campbell's Labels for Education/Tyson's A+ Rebates- Easy "anytime" volunteer opportunity. Help cut and count the "box tops" logos or other labels that are-submitted throughout the year to earn money for Wolftrap from the various corporate sponsors. Timeline: Ongoing and Oct and Feb (Box Tops)

Library Volunteer - Volunteers are needed in the library to assist in the operation of the computerized circulation system, help students and staff check material in and out of the library, data entry for new materials (training available), shelve materials and assist students in finding materials they desire. Volunteers will be trained to use the circulation system. Timeline: ongoing

Nutrition & Health Committee- Works with the Administration to coordinate bi-weekly 30 second announcements on WKRP regarding nutrition and fitness; coordinates quarterly health/food demonstrations in the cafeteria; develops educational projects/events that promote the health and well-being of students during their school day. Timeline: Ongoing

Odyssey of the Mind - This after school enrichment program provides creative problem-solving opportunities for students from Kindergarten through college. Students apply their creativity to solve problems that range from creating an Original theatrical performance to building mechanical devices to presenting their own interpretation of literary classics. They bring their solutions to competition on the local, state, and world level. Volunteers are needed to coach and co-coach the children, provide snacks, transportation, etc. Timeline: Sept - Mar.

Pizza/Bingo – Organize volunteers and set up logistics for bingo night and pizza dinner. Collect small items for bingo winners. If desired, find raffle prizes to raise additional money. Timeline: October

Reflections Chairperson and Volunteer -The Reflections Program is a national PTA-sponsored arts recognition and achievement program. It provides a venue for students to create and be recognized for original works of art. Volunteer(s) needed to help promote, organize, and track the program. Timeline: Local Deadline of October and ongoing Sep-May

Room Parent - Assist your child's teacher with class parties, and organizing volunteers for field trips, special events, special class projects and activities. The Room Parent is the primary contact with the teacher, calling the room parent team to help with parties and activities, and ensuring that all parents are given an opportunity to participate during the year. Timeline: ongoing

Room Parent Team - Assist the room parent in recruiting and calling parents, and act as co-coordinators for class activities as requested. Timeline: ongoing.

Running Club - Works with participants to teach the basics of running form, stretching, pacing, and endurance. Track weekly mileage and set goals and incentives. Provide healthy snack at each session. Coordinate occasional speakers on the topics of running form, nutrition, or other health-related topics. Timeline: fall & spring sessions

School Supply Kits Volunteer - Volunteer promotes school supply info to families and tracks orders in the spring. Also facilitates distribution in August. Minimum time commitment. Timeline: April/May, August

Special Education - Duties include providing an avenue for communication, information and support for parents with interests in the continuum of special education. Timeline: ongoing

Teacher Appreciation Volunteer - Responsible for overseeing the calendar of staff birthdays and special "appreciation dates" throughout the year. Coordinate with committee members to purchase small gifts for these events. Also in charge of purchasing, assembling and distributing the gifts to all staff, for "Teacher Appreciation" week in May. Timeline: ongoing

Teacher Appreciation Luncheon Volunteer - Coordinate monthly theme luncheons for teachers and staff. Work with office staff to set dates and assign grade levels. Prepare monthly menu, plan decorations, and oversee set-up/clean-up for each luncheon. The committee caters a lunch the day of Open House in the fall and the last lunch in June also. Timeline: on-going one Friday per month.

Thanksgiving Lunch Coordinator - Help coordinate volunteers to assist cafeteria staff serve the two-day Thanksgiving family lunches at Wolftrap. Timeline: November

Website - The team of webmasters work together to update the website several times a week with information about the school programs, activities, events and more. While web building experience is not required, strong computer skills are. Timeline: Ongoing

Welcoming Committee - The Welcome Committee chair is in charge of welcoming any new families to Wolftrap Elementary. He/she will organize a committee to create playdates throughout the summer for rising kindergarteners and 1st graders, call any new families that move into the Wolftrap Elementary family over the summer or throughout the school year, and plan and implement the Welcome Coffee for new parents of Wolftrap Timeline: as needed

World Heritage Night. Bi-Annual - This is an opportunity to celebrate Wolftrap's ethnically diverse community. Committee is responsible for the planning and execution of the event, which includes displays representing different countries, music performance(s), dance or story-telling, food sampling, and craft demonstrations/ workshops to experience international songs, games and dances. Timeline: ongoing and May of every other year.

Yearbook – Helps in the promotion, planning, and execution of the yearbook. May require taking photos at school events or in classrooms. Timeline: ongoing