

Wolftrap Elementary School Volunteer Position Descriptions 2009-2010

Art Volunteer: Volunteers are needed to help display students' artwork in the school. Questions? Bethany Mallino or Cheryl Bearss, Wolftrap Art Teachers, bethany.mallino@fcps.edu or Cheryl.bearss@fcps.edu; Timeline: monthly

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. Questions? audit@wolftrappta.org; Timeline: Fall

Book Fair Volunteer: Volunteers needed to set-up and pack-up the Fair, help students when they come in to purchase books, and help ring up sales. Questions? bookfair@wolftrappta.org; Timeline: 3rd week of November

Chess Club Volunteer: Volunteers needed to set-up prior to chess club, supervise the students, and assist with dismissal. Volunteers will be solicited during the registration process. It is a requirement to volunteer if your child participates in Chess Club. Questions? chessclub@wolftrappta.org; Timeline: ongoing

Health Room Volunteer: Volunteers work with the school health aide to help care for the needs of individual children. You DO NOT have to be a nurse or medically trained to volunteer for this position, but you do need to attend a 2 hour training class. This year's health room volunteer training schedule is posted on the PTA website. A TB Screening is also required and can be obtained at the health department for \$12 or from your own doctor. You may work at your convenience once a week or as you are needed. Questions? Sharon Wolf, Wolftrap School Health Aide, sharon.wolf@fcps.edu; Timeline: ongoing or as needed

Vision/Hearing Health Screening Volunteer: One-time aides are needed to help during the Vision/Hearing Health Screening. No experience or training is necessary. Questions? Sharon Wolf, Wolftrap Clinic Aide, sharon.wolf@fcps.edu; Timeline: October (morning and/or afternoon session)

Cultural Arts 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, and an evening cultural event. We are looking for volunteers to assist us in the process of setting up some events. Questions? culturalarts@wolftrappta.org; Timeline: ongoing

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. Parent volunteers are needed to join the committee. Please help us plan and run the Expo as well as coordinate Howler articles, in-class science demonstrations, and student registrations and awards. Volunteers for the actual event will be solicited separately by the committee. Questions? edisonexpo@wolftrappta.org; Timeline: ongoing through 3/9

Educational 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. Questions? rebates@wolftrappta.org; Timeline: flexible

5K Run Volunteer: We need your support to make this another exciting and successful fundraiser for the school. For those new to the school, the 5K race begins at Wolftrap Elementary and winds through the nearby neighborhoods, finishing back at school. The race is open to the public and runners can also opt for the 1 mile race. The race promotes Wolftrap Elementary to the wider Vienna community and provides a great opportunity for family fitness. We need volunteers prior to race day and many more on the day of the race. Volunteers are needed for sponsorship assistance, day of registration, packet preparation and distribution, race monitors, aid stations, refreshment distribution, and a host of other race logistics. You can sign up now to volunteer via the enclosed volunteer request form, and we will also be soliciting more support as the race draws near. We are happy to have teenage as well as adult volunteers. Questions? funrun@wolftrappta.org; Timeline: ongoing through race day in May.

Foreign Language Committee: Help with afterschool foreign language classes. Fun! Questions? foreignlanguage@wolftrappta.org; Timeline: ongoing

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. Questions? girlsontherun@wolftrappta.org; 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. GRACE volunteers are needed to present information on the particular artist or subject to the children and help children complete a hands-on related art project. The portfolio provides lesson materials, visuals and art project ideas. Volunteers are needed every month and usually work in teams. You may choose to present the portfolio information or help with the art project; times are flexible. **No art background is necessary.** This is a fun and rewarding job that allows you to work in your child's classroom. Questions? grace@wolftrappta.org; Timeline: October-April

Growing Together Gardens Volunteer: A Spring and a Fall cleanup will be scheduled on a weekend with opportunities for everyone to help out. This is a great opportunity for scouts/teenagers/anyone to earn volunteer hours- join us if you can- no prior experience necessary! Questions? gardens@wolftrappta.org; Timeline: ongoing and as needed

HOWL (Helping Our World by Learning) Volunteer – HOWL is an environmental education program. Volunteers are needed to help plan environmental activities – possible activities include an Earth Day assembly, supporting the school's recycling program, classroom speakers, and more. You don't need a background in environmental education or the sciences, just an interest in bringing nature to the children. A planning meeting will be held early this Fall. If you'd like to be a part of the planning process or have any questions: howl@wolftrappta.org; Timeline: ongoing

Human Relations Volunteer: The Human Relations Committee is Wolftrap's outreach program. There are several activities throughout the year that provide for families in need and for other elementary schools in Northern Virginia. Volunteers are needed to coordinate and assist in these activities. Questions? humanrelations@wolftrappta.org; Timeline: as needed

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. Questions? library@wolftrappta.org; 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 or 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. Questions? odyssey@wolftrappta.org; Timeline: Sept. – Mar

Original Works Fundraiser Volunteer: Original Works is a student art fundraiser. The art is completed in school with the art teachers and then parents have the opportunity to buy a variety of products with their child's art image. Volunteers are needed to help stuff order packets, help organize and tally order forms, and distribute orders to students. Questions? originalworks@wolftrappta.org; Timeline: Fall

Pizza/Bingo Night - Dinner Volunteer: Volunteers needed to help serve the pizza. Questions? pizzadinner@wolftrappta.org; Timeline: October 23

Pizza/Bingo Night - Game Volunteer: Volunteers needed to set up tables and chairs and distribute game cards. Work times are staggered so that volunteers can help for a short time and then join their families for dinner and/or bingo. Questions? pizzabingo@wolftrappta.org; Timeline: October 23

Reading Room: Volunteers needed to help the Reading Teacher put away books and label new books. Questions? Mrs. Marni Matyac-Dix, Wolftrap Reading Teacher, marni.matyac@fcps.edu; Timeline: ongoing

Reading Teacher Materials Helper: Volunteers needed to help teachers make games for Word Study. Fun! Questions? Mrs. Marni Matyac-Dix, Wolftrap Reading Teacher, marni.matyac@fcps.edu; Timeline: as needed

Reflections Volunteer: The Reflections Program is an arts recognition and achievement program. It provides a venue for students to create and be recognized for original works of art. The goal of the program is participation, not winning. Questions? reflections@wolftrappta.org; Timeline: 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. Questions? roomparentcoord@wolftrappta.org; Timeline: ongoing

Room Parent Team: Assist the room parent in recruiting and calling parents and act as co-coordinators for class activities as requested. In the event there is no room parent, the room parent team will need to distribute responsibilities among themselves. Questions? roomparentcoord@wolftrappta.org; Timeline: ongoing

School Pictures Volunteer: Help organize the students on picture day. Questions? volunteer@wolftrappta.org; Timeline: September 23

School Supplies Volunteer: Volunteer needed to help with copying and distributing school supply kit information in the early spring. Volunteer would also help with entering order information into computer program which could be done at home. Questions? schoolsupplies@wolftrappta.org; Timeline: Help needed is roughly Feb - early May and maybe one day during late August to help inventory and sort kits once they are delivered. Time commitment during the spring is minimal (perhaps 10 hours or less).

Skate Night: Every Wolftrap family is invited to join in for an evening of music and skating. Volunteers are needed on the night of the event to help with check-in, manage music, and serve food. Questions? skatenight@wolftrappta.org; Timeline: February 20

Sportswear: Volunteers needed to help order, compile, and distribute all sportswear needed for the school. Questions? sportswear@wolftrappta.org; Timeline: Fall

Talent Show: Volunteers needed to help plan, organize, and produce the Wolftrap Talent Show. Questions? talentshow@wolftrappta.org; Timeline: Winter

Teacher Appreciation Birthdays Volunteer: The PTA recognizes each teacher/staff member on his/her birthday. Volunteers are needed to keep track of birthdays and help in the selection and delivery of gifts. Questions? teacherbirthdays@wolftrappta.org; Timeline: ongoing

Teacher Appreciation Luncheon Volunteer: Help collect the food on the morning of the Teacher Appreciation Luncheon, and help set up before and clean up after the lunch. Questions? teacherluncheons@wolftrappta.org; Timeline: on-going one Friday per month.

Thanksgiving Lunch Volunteer: Help cafeteria staff serve the two-day Thanksgiving family lunches at Wolftrap. This is a one-day commitment and will not conflict with the time you are scheduled to have lunch with your child. Questions? thanksgiving@wolftrappta.org; Timeline: November 19 and 20

Wolftrap Welcoming Committee: Greets and provides new families with information about the Wolftrap community. The committee will pair you with families in your neighborhood. Questions? welcome@wolftrappta.org; Timeline: as needed

Yearbook: Volunteers are needed to help the yearbook committee. Help to preserve special school memories for our children! Questions? yearbook@wolftrappta.org; Timeline: ongoing

