

PTO Volunteer Opportunities

Vice President - Board position beginning in 2024-2025 school year (shadowing current Vice President for 2023-2024 school year)

*Commitment: Attend all PTO meetings (evenings) as well as PTO-sponsored events including Color Run & Staff Luncheon in June

*Primary responsibilities: Send out all PTO correspondence through gmail account; monitor inbox on a regular basis; make decisions with the existing Board (President, Secretary & Treasurer); run the school Apparel sale & magnet distribution

*Because the main responsibility is email correspondence, this portion of the role can be done remotely; in-person commitments listed above

-ideally this role would be filled by a family member of a younger Green Meadow student that could remain in the position for several years

Backpack Program Volunteer(s) - Position beginning in 2023-2024 school year (training provided by existing volunteers)

*Commitment: assist with food shopping/packing backpacks for GM Backpack program

*Primary responsibilities: pack backpacks every Wednesday at GM after school (1 hour)

Book Fair Chair - position beginning in 2023-2024 school year (existing Chair will train you)

*Commitment: oversee Fall & Spring Scholastic Book Fairs

*Primary responsibilities: work with Scholastic rep to coordinate dates for Fall & Spring book fairs via email/phone correspondence; manage the SignUp Genius to secure book fair volunteers for the week (typically in October and May); setup book fair and take down book fair after school

*Position can primarily be done remotely with the exception of the setup/closing of the book fair

Project Showcase Chair - position beginning in 2024-2025 school year (shadowing current Chairs for 2023-2024 year)

*Commitment: oversee Project Showcase from planning stages (January) through Showcase date (typically in March)

*Primary responsibilities: develop communication to promote Project Showcase to student body; track Showcase submissions and oversee the setup/takedown the night of the event

*Position can be done remotely with the exception of being at school for the setup (typically after school the day before) and night of the event

Enrichment Chair - position beginning in 2023-2024 school year (existing Chair will train you)

*Commitment: begin organizing communication in December and prepare for 3 week-long program in March

*Primary responsibilities: Chair would assist with organizing communication and leading the after-school Enrichment program in March; updating spreadsheets to track enrollment

*Ideal for a parent that is comfortable working with spreadsheets and has some flexibility in their schedule as the role would require you to be at school for Enrichment days (after school typically Mondays/Wednesdays for 3 weeks in March).

We thank you for your consideration! Our PTO cannot operate without the help of our wonderful volunteers! Any questions, please email us at greenmeadowpto@gmail.com.