

ENGAGEMENT TEAM

Coordinator Role Descriptions

Memorial Elementary PTO

Policy & Procedures Handbook — Volume IV

7 Coordinator Positions | 4 Committees | Room Guardians | Reports to Volunteer Chairs

Updated: April 2026

About the Engagement Team

The Engagement Team is the connective tissue of Memorial Elementary PTO — the people who make sure families feel welcomed, teachers feel appreciated, and students experience milestones worth remembering. Co-led by the Volunteer Chair — Upper Grades and the Volunteer Chair — Lower Grades, this team includes the coordinators and committees that build community across the school: teacher and parent engagement, Book Fair, Dad’s Club, Garden, After-School programming, Room Guardians, and the 5th Grade send-off. The Volunteer Chairs serve as the primary board contacts for all Engagement Team coordinators, while the coordinators and committees below handle the day-to-day work that keeps families and staff feeling connected all year long.

Role	Reports To	Time / Month
Parent Engagement Coordinator	Volunteer Chairs	6–12 hrs/mo
Teacher Engagement Coordinator	Volunteer Chairs	3–5 hrs/mo; 8–10 hrs (May)
Book Fair Coordinator	Volunteer Chairs	1–2 hrs/mo; intensive (Jan–Feb)
Dad’s Club Coordinator	Volunteer Chairs	2–4 hrs/mo
Garden Coordinator	Volunteer Chairs	15–25 hrs/mo year-round
After-School Coordinator	Volunteer Chairs	2–4 hrs/mo
Room Guardians	Volunteer Chairs	2–3 hrs/mo
5th Grade Celebrations Committee	Volunteer Chairs	3–5 hrs/mo; 5–10 hrs split (May)

A Note on Role Flexibility

Any coordinator role may be combined with another by a volunteer who has the capacity and interest to cover both. If a coordinator position is not filled, responsibility for that function automatically rolls up to the Volunteer Chairs, who may delegate as needed. Coordinator roles are designed to be filled, combined, or covered — not left undone.

PE	<h2 style="margin: 0;">Parent Engagement Coordinator</h2> <p style="margin: 0;">Engagement Team Non-Voting Coordinator</p>
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ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chairs	6–12 hrs/month	1–2 years recommended

ABOUT THIS ROLE

You’re the connective tissue between families and the PTO — and often the first PTO contact a new family ever has. You maintain the PTO membership list so the board always knows who can vote, welcome incoming Pre-K and Kindergarten families, organize school tours and guardian lunches, plan parent social events that build real community, coordinate volunteer recognition, and help the Volunteer Chairs run general PTO meetings. It’s a people-first role that rewards someone who’s warm, organized, and genuinely invested in making families feel like they belong at Memorial.

Why This Role Matters

An engaged parent community doesn’t happen by accident. Families who feel welcomed and informed from day one volunteer more, stay involved longer, and build the connections that make a school feel like a real community. Someone has to own that welcome — and keep the membership list current so the PTO can conduct business. This coordinator is that person.

WHAT YOU OWN

- Maintain the PTO membership list
- Keep an up-to-date Excel spreadsheet of current PTO members — name, contact info, grade, and date joined
- Update the list as families join throughout the year and provide it to the Treasurer and President monthly
- Ensure the list is accurate for quorum tracking and member voting at general PTO meetings
- Support incoming Pre-K and Kindergarten families
- Serve as a PTO resource during spring and summer registration — answer questions about how the PTO works and what to expect
- Create or maintain an incoming family information packet: how to join, key dates, volunteer opportunities, and how to connect
- Coordinate with school administration on outreach timing for incoming families
- Organize school tours for prospective and incoming families
- Coordinate with school administration to schedule and staff PTO-led tours during enrollment season
- Recruit and brief parent volunteers who serve as tour guides

- Ensure tour materials and talking points are current and reflect PTO programs accurately
- Help organize Guardian Lunches
- Plan 1–2 guardian lunches per year — informal PTO-hosted lunches that give parents a chance to connect
- Coordinate date, food, and logistics with the Volunteer Chairs and school administration
- Promote through the Communications team and follow up with families who attend
- Plan and execute family engagement events throughout the year
- Organize 1–2 parent social events (e.g., coffee chats, happy hours, family meetups) to build community across grades
- Gather feedback from families on what kinds of engagement opportunities they want and share with the Volunteer Chairs
- Coordinate parent volunteer recognition
- Work with the Volunteer Chairs on year-end volunteer appreciation — identify standout volunteers for recognition
- Maintain a log of significant volunteer contributions throughout the year
- Nominate volunteers for any school, district, or community recognition programs as appropriate
- Help organize general PTO meetings alongside the Volunteer Chairs
- Coordinate with the President and Volunteer Chairs on logistics for general membership meetings — venue, timing, and family communication
- Use the membership list to support meeting invitations and quorum verification
- Follow up after meetings with any new member inquiries that come in as a result

WHAT SUCCESS LOOKS LIKE

- The membership list is accurate and current — the board can rely on it for quorum and voting at any meeting
- Incoming Pre-K and Kindergarten families arrive in August knowing who the PTO is, how to join, and what’s coming
- School tours run smoothly with informed parent guides — prospective families leave with a positive impression
- Guardian Lunches and parent social events happen on schedule and feel genuinely welcoming
- Year-end volunteer appreciation happens on time and feels personal — volunteers feel genuinely seen
- General PTO meetings are well-organized and attendance is strong

TOOLS & PLATFORMS

Excel / Google Sheets	SignUpGenius	Google Drive	ParentSquare
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IDEAL FOR SOMEONE WHO...

- Is warm and approachable — naturally the kind of person who introduces themselves to the new face in the room
- Knows Memorial well enough to answer the questions every new family has — ideally has been at the school for at least one year
- Is organized about follow-through — can keep a membership list current and plan events without things slipping
- Is energized by person-to-person interaction and building the relational fabric of the school community
- Is flexible and collaborative — this role involves working alongside the Volunteer Chairs and other PTO leaders

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
PTO Membership List	Current Excel file with all members — name, contact info, grade, and join date; hand off to incoming Coordinator and Treasurer
Incoming Family Materials	Current version of the Pre-K/K family packet — update dates and board contacts before handing off
School Tour Process	How tours were scheduled, which parent volunteers were used, and any feedback
Guardian Lunch & Event Notes	Dates, attendance, food logistics, and what worked for guardian lunches and social events
Volunteer Recognition Records	Log of significant volunteer contributions and any recognition given
General Meeting Notes	Any logistics notes on how meetings were organized, typical attendance, and what worked

TE	<h2 style="margin: 0;">Teacher Engagement Coordinator</h2> <p style="margin: 0;">Engagement Team Non-Voting Coordinator</p>
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ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chairs	3–5 hrs/mo; 8–10 hrs/mo (May)	1–2 years recommended

ABOUT THIS ROLE

Teachers and staff show up for Memorial students every single day — and this role makes sure the PTO shows up for them. You plan and execute Teacher and Staff Appreciation Week (the first full week of May), coordinate periodic staff recognition throughout the year, and ensure new staff feel welcomed from day one. It’s one of the most visible and personally meaningful things the PTO does, and it has a direct impact on school culture.

Why This Role Matters

Staff who feel genuinely appreciated perform better, stay longer, and invest more deeply in student relationships. When the PTO visibly takes care of the people who educate our kids, it signals to everyone — staff, students, and families — that Memorial is a community that cares for its own. This isn’t a nice-to-have. It’s a core part of what makes Memorial a school people choose to stay at.

WHAT YOU OWN

- Plan and execute Teacher and Staff Appreciation Week (first full week of May)
- Design a daily theme or activity for each day of the week — vary the format across the five days
- Coordinate family donations and contributions: volunteer sign-ups for food, gift sourcing, classroom participation
- Work with the Communications team to promote the week to families at least three weeks in advance
- Manage the budget with the Volunteer Chairs and Treasurer — track actuals against budget in real time
- Personally coordinate logistics for any catered or delivered meals, including timing, quantities, and dietary restrictions
- Manage periodic staff appreciation throughout the year
- Coordinate fall welcome treats for all staff at the start of school
- Organize small holiday recognition in December and February
- Coordinate ad hoc recognition for staff milestones — new babies, retirements, awards, significant anniversaries
- Maintain a staff preferences document: dietary restrictions, coffee orders, favorite treats — make recognition feel personal
- Welcome new staff members each fall

- Identify new hires in coordination with school administration before or at the start of school
- Prepare and deliver a welcome gift or information packet that introduces new staff to the PTO and what it offers
- Track and manage the appreciation budget — maintain a running tracker and report to the Volunteer Chairs; flag if approaching ceiling before May
- Help keep the teacher lounge stocked and welcoming
- Monitor teacher lounge supplies (coffee, snacks, basic necessities) and coordinate restocking as needed
- Work with the Volunteer Chairs and Treasurer to manage any dedicated lounge budget
- Coordinate the monthly PTO Pick Me Up Cart
- Work with the Volunteer Chairs to organize grade-level sponsorship of each month’s cart — ensure each grade knows when they’re responsible and what’s expected
- Train Room Guardians or grade-level volunteers on cart setup, stocking, and delivery logistics
- Maintain the cart schedule for the year and ensure coverage for every month

WHAT SUCCESS LOOKS LIKE

- Teacher and Staff Appreciation Week runs smoothly with something happening every day — staff notice and respond warmly
- Catered or delivered meals are correct, on time, and accommodate all dietary needs
- Family participation in appreciation week is high — families know about it with enough lead time to contribute meaningfully
- New staff members feel genuinely welcomed before they’ve taught a single class
- The appreciation budget ends the year at or under plan, with clear documentation of what was spent
- The teacher lounge stays stocked and staff see it as a genuine perk, not an afterthought
- The Pick Me Up Cart arrives every month on schedule — grade-level sponsors know what to do without hand-holding

TOOLS & PLATFORMS

SignUpGenius	Google Drive	Canva	ParentSquare	Local Vendors
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IDEAL FOR SOMEONE WHO...

- Is genuinely warm and cares about the school’s staff as people, not just as recipients of a program
- Is creative about recognition — comes up with ideas that feel thoughtful rather than formulaic
- Is organized and comfortable managing logistics for a large group (45+ staff members) with varying needs

- Is comfortable coordinating a parent committee of 10–20 families during appreciation week
- Is available for a sustained 8–10 hour push in the first week of May — this is the most demanding week in the role

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
Appreciation Week Folder	Full planning docs: daily themes, sign-up sheets, catering orders, vendor contacts, and what worked/didn't
Staff Roster with Preferences	Complete staff list with dietary restrictions, allergies, and preference notes — the most valuable asset in this role
Vendor & Catering Contacts	All vendors used with contact info, pricing, lead time requirements, and performance notes
Periodic Recognition Calendar	Timeline of fall welcome, holiday recognition, and any recurring touchpoints
Budget Summary	Year-end budget actuals by event and category — essential for planning the following year's program

Book Fair Coordinator
 Engagement Team | Non-Voting Coordinator

ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chairs	1–2 hrs/mo; intensive (Jan–Feb)	1–2 years recommended

ABOUT THIS ROLE

Memorial's Scholastic Book Fair runs every spring — typically late January or early February — and is one of the most beloved events on the school calendar. As Book Fair Coordinator, you own the logistics from setup through teardown: working with Scholastic to schedule and configure the fair, organizing and training register volunteers, setting up the space, promoting eWallets to families, coordinating the Literacy Night component with school staff, and managing money and checkout throughout the week. It's a high-energy, highly visible event that requires real organizational muscle during a compressed timeline.

Why This Role Matters

Books change kids. The Book Fair is the event that puts a book directly in a child's hands — often a book they chose themselves, often the book they'll remember forever. The PTO's role is to make sure the fair is well-run, well-staffed, and well-promoted so every family knows it's happening and every kid gets a chance to participate. That doesn't happen without a coordinator who owns it.

WHAT YOU OWN

- Coordinate with Scholastic to schedule and configure the fair
- Confirm the fair date with school administration and the PTO calendar — typically early spring
- Work with the Scholastic representative to set up the book fair portal, select the fair theme, and confirm delivery and pickup logistics
- Confirm the Literacy Night date with school staff — this is co-run by staff and the PTO and must be scheduled in coordination
- Set up the Book Fair space
- Coordinate with school administration on which space will be used (typically a multipurpose room or library area) and custodial access
- Organize the setup team and schedule — Scholastic delivers materials; volunteers unbox, sort, and arrange the display
- Ensure the register area is set up with Square or Scholastic's point-of-sale system and all coordinators know how to use it
- Recruit, schedule, and manage register volunteers
- Build a SignUpGenius for volunteer slots across all fair days and Literacy Night — aim for at least 2 volunteers per shift at the registers
- Brief volunteers on register operation, eWallet redemption, cash handling, and student assistance protocols

- Coordinate with Volunteer Chairs to fill any open slots as the fair approaches
- Promote eWallets and the fair to families
- Post the eWallet setup graphic and caption (English and Spanish) to ParentSquare and social media two weeks before the fair opens — include the link to the Book Fair homepage
- Run daily stories with the eWallet link the week before the fair opens
- Post weekend sneak peeks and a fun reel with kids the weekend before the fair
- During the fair week: post volunteer action shots, teachers shopping, and any special guest visits (e.g., Pastor Tim, Gabriel) to keep energy high
- Coordinate Literacy Night
- Literacy Night is co-run by school staff — the PTO's role is to support logistics, staff the registers, and ensure the space is set up for the evening event
- Confirm with staff well in advance what the PTO needs to provide vs. what staff handles
- Ensure adequate volunteer coverage for the evening — it's typically the highest-traffic session of the fair
- Manage money and closeout
- Reconcile the register at the end of each day; secure cash and Square receipts
- Work with the Treasurer on daily deposit and final fair revenue reporting
- Coordinate with Scholastic on the teacher wish list program — ensure teachers can designate books for their classrooms using fair proceeds
- Oversee teardown and return of Scholastic materials per their instructions

WHAT SUCCESS LOOKS LIKE

- The fair is open every day with a volunteer at every register — no shift gaps, no students waiting in line with no one to help them
- eWallet adoption is strong — families know about it at least two weeks before the fair opens and the sign-up link is easy to find
- Literacy Night runs smoothly with adequate PTO coverage and strong family turnout
- Revenue is fully reconciled with Scholastic and the Treasurer within one week of fair close
- Teachers receive their wish list books — the fair does something for the classroom, not just for individual students

TOOLS & PLATFORMS

<p>Scholastic Portal Fair scheduling, display configuration, eWallet setup, and teacher wish list management</p>	<p>SignUpGenius Volunteer shift sign-ups for all fair days and Literacy Night</p>	<p>Square / Scholastic POS Register operation and daily sales reconciliation</p>	<p>ParentSquare / Comms eWallet promotion, fair announcements, daily stories, and Literacy Night reminders</p>	<p>Google Drive Volunteer roster, planning notes, prior-year contacts, and budget tracking</p>
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IDEAL FOR SOMEONE WHO...

- Loves books and genuinely believes in what the Book Fair does for kids — the enthusiasm comes through in how the event is run
- Is organized and comfortable managing a register team and daily cash reconciliation during a compressed, high-energy week
- Is a strong communicator who can brief volunteers quickly and keep energy up across multiple fair days
- Is available for the full fair week plus setup and teardown — this role has a hard schedule requirement in January/February
- Has worked a retail or POS register before, or is comfortable learning quickly

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
Scholastic Contact & Portal Login	Scholastic rep contact info and login for the Book Fair portal — transfer to incoming Coordinator before the summer
Fair Week Schedule	Full volunteer schedule from this year's fair, including Literacy Night — useful as a staffing template
eWallet Promo Assets	Saved copies of the eWallet social graphics (English and Spanish) and captions — reuse with updated links
Revenue & Reconciliation Summary	Final Scholastic settlement report and Treasurer reconciliation — shows net revenue and teacher wish list fulfillment
Setup & Teardown Notes	Space configuration, what Scholastic provides vs. what PTO provides, and any logistics issues to solve next year

Dads Club Coordinator

Engagement Team | Non-Voting Coordinator

ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chairs	2–4 hrs/mo	1–2 years recommended

ABOUT THIS ROLE

The Dads Club is a newer addition to the Memorial PTO community — an informal but intentional effort to get dads more connected, more involved, and more present at the school. As Dads Club Coordinator, you organize social events for dads, mobilize them for campus improvement and maintenance projects, lead school beautification efforts (landscaping, painting, murals, seasonal cleanups), coordinate Scout House organization and cleanup, and generally build the kind of dad community that makes Memorial feel like a place where every parent belongs. This role is yours to shape — the Dads Club is still defining itself, and the coordinator gets to define it.

Why This Role Matters

Dad involvement in school communities is notoriously hard to build — and enormously valuable when it exists. Dads who are connected to the school show up for their kids, support teachers, and model engagement for the whole family. The Dads Club gives those dads a natural on-ramp. It doesn't have to be formal or elaborate — it just has to be real.

WHAT YOU OWN

- Organize Dads Club social events
- Plan 2–4 dad-centric social events per year — examples include a fall kickoff happy hour, a game night, a Super Bowl watch party, a spring cookout, or a family bowling night
- Keep the tone approachable and low-pressure — the goal is connection, not commitment
- Coordinate with the Volunteer Chairs on any events that overlap with broader PTO social programming
- Mobilize dads for campus maintenance, improvement, and beautification projects
- Work with school administration to identify projects where dad volunteers can make a meaningful difference — painting, landscaping, murals, seasonal cleanups, furniture repair, outdoor structures, and other campus beautification efforts
- Recruit dads for specific project days through the Dads Club network and PTO channels
- Coordinate tools, materials, and logistics for each project day with school administration
- Coordinate Scout House organization and cleanup
- The school has a Scout House that needs regular organization and seasonal cleanup — coordinate volunteer days to maintain it
- Work with any active Scout troop leadership at Memorial on scheduling and scope

- Build and grow the Dads Club community
- Maintain a contact list of engaged dads and grow it year over year — every new family is a potential Dads Club family
- Create a light, informal communication channel for dads (group text, email list, or ParentSquare group) so mobilization is quick
- Work with the Communications Chair to feature Dads Club activities in PTO channels — visibility attracts more dads
- Coordinate with the broader PTO on events needing dad support
- The Volunteer Chairs and other coordinators often need heavy lifting (literally and figuratively) — serve as a first call for physical setup, teardown, and manpower needs at major events

WHAT SUCCESS LOOKS LIKE

- At least 2 dad social events happen per year with genuine attendance — dads who come once come back
- At least 1–2 campus improvement or beautification projects are completed with dad volunteer crews each year
- The Scout House is organized and clean — an asset, not an embarrassment
- The Dads Club contact list grows year over year — more dads connected at the end of the year than the beginning
- Other PTO coordinators know they can call on the Dads Club for event support and actually get a response

TOOLS & PLATFORMS

<p>Group Text / Email List Primary dad communication channel — keep it simple and low-noise</p>	<p>SignUpGenius Project day and event sign-ups</p>	<p>ParentSquare / Comms Public-facing Dads Club announcements and event promotion</p>	<p>Google Drive Contact list, project notes, and event planning docs</p>
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IDEAL FOR SOMEONE WHO...

- Is a well-connected dad in the Memorial community — ideally someone other dads already know and trust
- Is comfortable being informal and low-key — the Dads Club should feel like a group of friends, not a committee
- Is handy and not afraid of a work day — the campus project work is physical and the coordinator should be willing to lead by example
- Is entrepreneurial about the role — the Dads Club is still forming and the coordinator has real latitude to shape what it becomes
- Has a good network among Memorial dads and is willing to personally recruit new members rather than just posting announcements

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
Dads Club Contact List	Full list of engaged dads with contact info — the most important asset in this role; update before handoff
Event Notes	What events ran this year, attendance, what worked, and what to do differently
Campus Project & Beautification Log	Improvement and beautification projects completed this year with photos, what materials were used, and any follow-up maintenance needed
Scout House Status	Current condition and any outstanding organization or repair needs — coordinate with Scout troop leadership on handoff
Communication Channel Info	How the group text / email list is managed — transfer admin access to incoming Coordinator

<h2 style="margin: 0;">Garden Coordinator</h2> <p style="margin: 0;">Engagement Team Non-Voting Coordinator</p>

ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chairs	15–25 hrs/mo year-round	1–2 years recommended

ABOUT THIS ROLE

Memorial's garden is one of the most distinctive features of the campus — a large, active vegetable garden with multiple fruit trees, three crop rotations per year, dozens of crops, a thriving compost operation, and deep integration into the science curriculum. As Garden Coordinator, you are the steward of this living space: managing planting cycles, organizing community garden days, maintaining tools and the shed, overseeing the compost program, coordinating with science teachers who use the garden in their curriculum, and keeping the space looking cared-for and functional year-round. This is the most physically hands-on role in the PTO.

Why This Role Matters

The garden isn't a decoration — it's a teaching tool, a community space, and a point of pride for the whole school. Kids who plant, tend, and harvest in this garden carry that experience for years. Keeping it productive and beautiful requires consistent, knowledgeable attention that only a dedicated coordinator can provide. When the garden thrives, it shows. When it's neglected, that shows too.

WHAT YOU OWN

- Manage the three annual crop rotations
- Plan the planting calendar for fall, winter/spring, and late spring crop rotations — coordinate with the school's science curriculum calendar
- Select and source seeds, seedlings, soil amendments, and supplies from the garden shed inventory or vendors
- Oversee planting, tending, and harvest for each rotation; coordinate with teachers when classes will be working in the garden
- Organize Community Garden Days throughout the year
- Schedule 3–5 community garden days per year — typically on weekends — for major planting, maintenance, and harvest work
- Recruit family volunteers through SignUpGenius; brief volunteers on what will be done and what to bring
- Prepare the garden ahead of each community day so work is organized and volunteers can be productive from the moment they arrive
- Maintain the compost program
- The compost area is large and active — maintain turning schedules, moisture levels, and the input/output cycle

- Coordinate with school staff and cafeteria on what organic waste inputs are available
- Apply finished compost to garden beds as part of soil maintenance
- Maintain the tool shed and supplies
- Keep the shed organized — tools cleaned, sharpened, and stored properly; supplies inventoried and restocked as needed
- Submit supply purchase requests to the Treasurer or Volunteer Chairs when shed needs restocking
- Ensure all tools are accounted for after community garden days
- Manage the sprinkler and irrigation system
- The garden has a full sprinkler system — monitor it seasonally and report any malfunctions to school administration
- Adjust irrigation schedules by season and crop rotation to avoid over- or under-watering
- Coordinate with the science curriculum
- Work with science teachers at the start of each school year to understand how and when they plan to use the garden
- Schedule planting and harvest activities to align with curriculum timing where possible
- Prepare the garden space before class visits so students can engage meaningfully
- Maintain the broader outdoor spaces
- Memorial's garden includes fruit trees and surrounding outdoor areas — monitor tree health and report concerns to administration
- Coordinate seasonal pruning and cleanup as needed
- Keep pathways, borders, and the garden perimeter clean and accessible

WHAT SUCCESS LOOKS LIKE

- Three productive crop rotations complete each year — plants are in the ground on schedule and harvests are visible
- Community garden days happen consistently, are well-attended, and volunteers leave feeling like they accomplished something
- The compost program is active and producing usable compost — not a pile of neglected organic waste
- Science teachers can rely on the garden being in good condition when their curriculum calls for it
- The shed is organized and stocked — any volunteer who shows up knows where to find what they need
- The garden looks visibly cared-for year-round — it reflects well on the school to students, families, and visitors

TOOLS & PLATFORMS

<p>SignUpGenius Community garden day volunteer sign-ups</p>	<p>Google Drive Planting calendar, crop rotation records, supply inventory, and compost log</p>	<p>ParentSquare / Comms Community garden day announcements and volunteer recruitment</p>	<p>Vendors / Nurseries Seed and seedling sourcing — maintain a contact list of</p>
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			preferred local nurseries and suppliers
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IDEAL FOR SOMEONE WHO...

- Has hands-on gardening experience — this role requires real horticultural knowledge, not just enthusiasm
- Is physically available for regular garden maintenance throughout the year — this isn't a seasonal or peak-only role
- Is organized enough to manage a planting calendar, supply inventory, and compost cycle simultaneously
- Enjoys working with kids and teachers and sees the curriculum connection as a feature, not a complication
- Is a community builder who can make community garden days feel fun and productive, not like a chore

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
Planting Calendar & Crop Records	This year's planting dates, crop selections, rotation schedule, and yield notes — essential reference for the incoming Coordinator
Compost Log	Status of the compost program: current stage, input sources, and when finished compost was last applied
Tool Shed Inventory	Complete inventory of tools and supplies with condition notes — flag anything that needs repair or replacement
Irrigation System Notes	Seasonal schedule, any malfunctions repaired this year, and any known issues to watch
Teacher Coordination Notes	Which teachers use the garden, when they typically schedule visits, and any curriculum considerations to plan around
Vendor & Supplier Contacts	Preferred nurseries, seed suppliers, and any other vendors with contact info and order history

AS	<h2 style="margin: 0;">After-School Coordinator</h2> <p style="margin: 0;">Engagement Team Non-Voting Coordinator</p>
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ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chairs	2–4 hrs/month	1–2 years recommended

ABOUT THIS ROLE

You're the PTO's point person for after-school programming at Memorial Elementary. You don't run the programs yourself — After3, outside vendors, and school staff handle that. Your job is to be the connective tissue between those providers, school administration, teachers, and families. At the start of each year, you help collect information on what's being offered, coordinate with the Communications team to promote it, and serve as the go-to contact when families or teachers have questions about after-school options. During the year, you check in periodically to make sure programs are running smoothly and flag any issues to the Volunteer Chairs.

Why This Role Matters

Families want to know what's available for their kids after the bell rings — and that information is often scattered across different providers, flyers, and word-of-mouth. When one person owns the task of collecting, organizing, and promoting after-school options, every family gets a clear picture of what's available. It's a small lift that makes a real difference in how connected families feel to the school community.

WHAT YOU OWN

- Collect information on all after-school programs, clubs, and activities offered at Memorial each semester
- Coordinate with After3, school administration, and any outside vendors to gather program details: what's offered, when it runs, how to sign up, and cost
- Update the after-school programming list at the start of each semester and whenever programs change
- Work with the Communications team to promote after-school options to families
- Coordinate a consolidated announcement through ParentSquare and the newsletter at the start of each semester
- Ensure flyers and sign-up links are distributed through Room Guardians and PTO channels
- Serve as the primary PTO contact for after-school program providers
- Be the person After3 staff, vendors, and school admin reach out to when they need PTO support or have something to communicate to families
- Forward relevant updates to the Communications team for distribution
- Check in periodically with after-school providers and school staff to ensure programs are running smoothly
- Flag any concerns, gaps, or opportunities to the Volunteer Chairs

- Help identify interest in new after-school programming by gathering informal feedback from families

WHAT SUCCESS LOOKS LIKE

- Every family knows what after-school options are available within the first two weeks of each semester
- After-school providers know who to contact at the PTO and feel supported
- No family misses a sign-up deadline because the information didn't reach them
- The Volunteer Chairs hear about after-school issues early, not after they've become problems
- The role runs on a predictable rhythm — a burst of activity at semester start, light check-ins the rest of the time

TOOLS & PLATFORMS

<p>ParentSquare After-school program announcements and family communications</p>	<p>Google Drive After-school program list, provider contacts, and flyer archive</p>	<p>Email Coordination with After3, vendors, teachers, and school admin</p>
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IDEAL FOR SOMEONE WHO...

- Is organized and responsive — the value of this role is being the person who actually replies when a provider reaches out
- Is comfortable coordinating across multiple parties without needing to manage any of them
- Wants a meaningful but low-time-commitment role with a predictable seasonal rhythm
- Has a child in after-school programs and naturally stays connected to what's happening
- Is good at collecting and organizing information clearly so families can act on it

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
After-School Program List	Current semester's consolidated list of all programs, providers, schedules, and sign-up links
Provider Contact List	Contact info for After3 staff, outside vendors, and school admin contacts involved in after-school programming
Promotion Templates	Any ParentSquare posts, flyer templates, or newsletter content used to promote programs
Feedback Notes	Any informal feedback from families on what programs they want or what's missing

Room Guardians

Engagement Team | Non-Voting Coordinator

ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Coordinator — Non-Voting	Volunteer Chair (by division)	2–3 hrs/mo	1 year (per classroom)

ABOUT THIS ROLE

Room Guardians are the bridge between teachers and families. One Room Guardian is recruited for each classroom — they make sure communication flows smoothly, classroom events run seamlessly, and every family feels connected to what's happening in their child's room. Room Guardians report to the Volunteer Chair for their grade division (Upper or Lower) and are coordinated by the Parent Engagement Coordinator.

Why This Role Matters

Teachers are busy. Parents want to help but don't always know how. Room Guardians solve both problems — they translate teacher needs into clear parent asks, make sure classroom celebrations actually happen, and ensure every family has a friendly, accessible point of contact who knows their child's classroom. Without Room Guardians, the connection between home and classroom depends entirely on chance.

WHAT YOU OWN

- Help teachers share important information with families
- Serve as the teacher's communication partner — pass along classroom news, reminders, and needs to families promptly and clearly
- Maintain an up-to-date classroom contact list and ensure new families are added as they join
- Coordinate with the Parent Engagement Coordinator on any school-wide outreach that needs to reach your classroom families
- Plan and organize classroom celebrations
- Coordinate the three major classroom parties during the year — fall, winter/holiday, and Valentine's / end-of-year
- Manage food and supply sign-ups, collect contributions, and handle setup and cleanup for each celebration
- Follow school guidelines on food allergies and classroom party policies
- Rally parent volunteers for classroom and school needs
- When the teacher or PTO needs classroom-level volunteers, you are the first call — recruit from your classroom parent community
- Sign up and coordinate parents for school-wide events where classroom-level volunteer help is needed
- Coordinate supply donations for the classroom

- Manage classroom supply requests from the teacher throughout the year — post sign-ups, collect donated supplies, and deliver to the classroom
- Participate in the fall school supply drive coordination as needed
- Organize teacher and staff appreciation from the classroom
- Coordinate classroom-level appreciation gifts for the teacher during Teacher Appreciation Week and at year-end
- Collect family contributions, purchase the gift, and present it on behalf of the class
- Serve as a friendly resource for new families
- Introduce yourself to new families joining the classroom mid-year and help them understand how things work
- Connect new families to the Parent Engagement Coordinator for broader school onboarding
- Attend PTO meetings and school-wide events when possible
- You are not required to attend board meetings, but attendance at general PTO meetings and major events strengthens the Room Guardian network
- Share updates from general PTO meetings with classroom families as relevant
- Share your experience with next year's Room Guardian
- At year-end, write a brief note to the incoming Room Guardian about the classroom, the teacher's preferences, and anything that made the year go smoothly
- Hand off your classroom contact list and any supply tracking docs

WHAT SUCCESS LOOKS LIKE

- Classroom families feel informed — they know what's happening in the room and don't hear about things after the fact
- Classroom celebrations happen on time, with food and supplies in place, without the teacher having to manage any of it
- The teacher feels genuinely supported — when they need something from families, they ask you and it gets done
- New families feel welcomed into the classroom community within the first few weeks
- Year-end appreciation for the teacher is thoughtful and fully funded — the class shows up for the people who showed up for them all year

TOOLS & PLATFORMS

<p>SignUpGenius Party supply sign-ups, volunteer coordination, and classroom contribution requests</p>	<p>ParentSquare Classroom messaging and direct communication with families in your room</p>	<p>Email / Phone Direct coordination with teacher and individual family follow-up</p>	<p>Google Drive Classroom contact list, party planning notes, and year-end transition summary</p>
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IDEAL FOR SOMEONE WHO...

- Knows the classroom community well — ideally a returning parent in the same classroom, not someone brand new to the teacher and families

- Is organized and reliable about follow-through — party planning falls apart when the Room Guardian goes quiet
- Communicates warmly and clearly — families follow people they trust and like, not just people who send emails
- Has enough time to be responsive during the school year — this isn't high-hours, but it requires consistent engagement
- Genuinely enjoys the community-building aspect of the role, not just the logistical tasks

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
Classroom Contact List	Full parent contact list for the classroom — organized and current as of end of year
Party Notes	What was done for each celebration, what families contributed, what vendors or supplies were used, and what to do differently
Teacher Preference Notes	How the teacher likes to communicate, what they appreciate, and any classroom-specific quirks the incoming Guardian should know
Supply Donation Records	What supplies were requested and donated this year — useful context for fall supply drive coordination
Transition Note to Next Guardian	A brief personal note to the incoming Room Guardian with your best advice for the year

5G	5th Grade Celebrations Committee Engagement Team Parent Committee
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ROLE TYPE	REPORTS TO	TIME COMMITMENT	TERM
Committee — Non-Voting	Volunteer Chairs	3–5 hrs/mo; 5–10 hrs split (May)	1 year (5th grade parents)

ABOUT THIS ROLE

The 5th grade experience at Memorial isn't one person's job — it's a group project. A committee of 5th grade parents works together to plan and execute the traditions and milestones that make the final year at Memorial something students and families remember: Mustang hoof prints on the sidewalk, class t-shirts, a fundraiser, socials, a service project, and the end-of-year celebration. The committee self-organizes — one parent may naturally take point, but the expectation is that responsibilities are shared, not stacked on a single volunteer. The group works closely with the Treasurer to track class funds throughout the year.

Why This Role Matters

The 5th grade year is a send-off — and how it's handled sends a message to the whole school community about how Memorial values its students. A well-run 5th grade program builds class identity, creates shared memories, and ends the Memorial journey on a high note. Spreading the work across a committee means no single parent burns out, more families feel ownership of the experience, and the traditions are more likely to happen even if one person's schedule changes mid-year.

WHAT YOU OWN

- Mustang Hoof Print Sidewalk Tradition
- Organize the painting of Mustang hoof prints on the school sidewalk at the start of the school year — a signature 5th grade tradition
- Coordinate paint, materials, and logistics with school administration; recruit parent volunteers for the painting day
- Coordinate timing with the Communications team so the tradition gets proper visibility across PTO channels
- 5th Grade T-Shirts
- Design (or coordinate the design of) the annual 5th grade class t-shirt
- Manage the order process: sizing collection, vendor selection, pricing, and distribution
- Work with the Treasurer to process payments through the 5th grade class account
- 5th Grade Fundraiser (typically Outdoor Movie Night, fall semester)
- Plan and execute the class fundraiser — historically an outdoor movie night, but format is at the committee's discretion with Volunteer Chairs approval
- Manage all logistics: venue, equipment, concessions, ticketing, and volunteer coordination

- Track revenue and expenses with the Treasurer; deposit proceeds into the 5th grade class account
- 5th Grade Socials
- Plan and execute 1–3 social events for 5th grade students and/or families throughout the year
- Coordinate logistics, invitations, and any vendor or venue needs
- Track expenses against the class account balance with the Treasurer
- 5th Grade Service Project
- Organize one class service project during the school year — a community-giving initiative that builds class identity
- Coordinate with school administration on scope, timing, and any school-day logistics
- Recruit parent volunteers as needed and communicate the project to families through PTO channels
- 5th Grade Celebration Event (end of year)
- Plan and execute the end-of-year celebration — format may include a breakfast, luncheon, or evening event
- Manage catering or family food contributions, venue, décor, and program content
- Coordinate with the Communications team to promote the Clap Out alongside the class celebration
- Work with the Treasurer to ensure all class account funds are properly disbursed and the account is zeroed out by year-end
- Track and manage 5th grade class funds with the Treasurer
- Maintain a running ledger of all 5th grade income and expenses throughout the year
- Reconcile with the Treasurer monthly and before each major expenditure
- Report class account balance to 5th grade families at least twice during the year

WHAT SUCCESS LOOKS LIKE

- Hoof prints are on the sidewalk in the first weeks of school — the class knows they've officially arrived
- T-shirts are ordered, paid for, and distributed before the fall semester ends
- The fundraiser raises enough to fund the year's events without requiring the class to ask for more money mid-year
- Socials and service project happen on schedule and 5th grade families feel connected throughout the year
- The end-of-year celebration is logistically smooth and emotionally resonant — families feel it honored the milestone
- Class account is accurate, transparent, and fully reconciled with the Treasurer by the last day of school
- The workload is genuinely shared — no single parent carried the entire year alone

TOOLS & PLATFORMS

SignUpGenius	Google Drive	Square / Online Store	ParentSquare	Email
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IDEAL FOR SOMEONE WHO...

- Is a current 5th grade parent — every committee member should be personally invested in the quality of these programs
- Is willing to own a piece of the year without needing to own all of it — committee members should be comfortable dividing and delegating
- Is organized enough to track money, timelines, or logistics for the piece they take on
- Is warm and collaborative with 5th grade teachers and school staff — most of these programs require their partnership
- Is energized by building something with a clear arc: kick it off in August, sustain it through the year, close it out in May

YEAR-END TRANSITION CHECKLIST

What to Hand Off	Notes / Where to Find It
5th Grade Events Folder	Docs for all events: hoof prints, t-shirts, fundraiser, socials, service project, and celebration — with what worked, what to change, and vendor contacts
Class Account Ledger	Complete income and expense record — reconciled with the Treasurer; zeroed out and closed by the last day of school
T-Shirt Vendor & Design Files	Vendor contact, pricing, sizing chart, and this year’s design file
Fundraiser Notes	How the fundraiser was run, what it raised, what it cost, and what to do differently
Year-End Summary	A brief written summary of the full year’s program — timeline, what the class responded to, lessons learned, and traditions worth continuing