



PTO Volunteer Coordinator Responsibilities

Overview:

The PTO Volunteer Coordinator is a member of the Parent Teacher Organization Executive Committee. The Volunteer Coordinator serves to provide and assist in collaborative support of the PTO by using public outreach within and outside the school to involve and excite the community, by recruiting volunteers for events, programs, and fundraisers. This position is a 2 year commitment.

Primary Responsibilities:

- Works with parents and involves members of the community in supporting GCS thru recruiting volunteers.
- Collaborates with parents, teachers, administrators, and the community to assess and identify where volunteer opportunities are and how to recruit volunteers inside/outside the school.
- Helps create Volunteer committees outside the PTO for special events such as Elections.
- Focuses on coordinating/organizing fundraisers, special events and programs.