



VOLUNTEER POSITION DESCRIPTIONS

This is an overview of the majority of volunteer opportunities at Port Catholic under Home & School. **The Key Event and is not included in this list.** This is listed separately. Please note, ALL families are required to give at least 2 fundraising hours to The Key Event.

We ask that every family share at least 25 hours of family time with us. In reality, there are hundreds of opportunities and thousands of hours available that help enrich student and family life. If you are able, please be generous with your time. Port Catholic is what we make it. Thank you in advance for your time and generosity. It should be a great year!

NON-FUNDRAISING EVENTS

■ St. Mary's Lunch/Playground Subs

On call as needed if a regularly schedule person cancels.

Description: ▪ Sub for lunch room and playground duty between 11:15 – 12:15pm.

■ St. Mary's Library Shelver

Weekly throughout school year: 1 hour per week per person

Description: ▪ Work with librarian and shelf logged in books in the library once per week.

■ St. Mary's Library Aide

Weekly throughout school year: 4 hours per week per person

Description: ▪ Work with librarian and check in books and enter log in on computer.
 ▪ Enter new books into the system.

■ St. Mary's Early Childhood Library Reader Sub

Sub for regular weekly ECH reader: 1 hour on Thursday AM

Description: ▪ Work with librarian and ECH instructors to choose and read books to Pre-3 – K5 students once per week.

■ St. Mary's Book Fair Volunteers

Late November – Early December

Description: ▪ Work with librarian to promote, set-up, run, and break down Scholastic Book Fair at the St. Mary's Campus.

■ St. Mary's Copy Person

Weekly during the school year.

Description: ▪ Copy materials for teachers in the school office once per week on agreed upon day.

■ **St. Mary's Room Parent**

September – Early June

Description: ■ Assist teachers in organizing events in the classroom.

■ **4th Grade Christmas Costume Helper**

November – Mid-December

Description: ■ Assist teachers in repairing and enhancing costumes.

■ **St. Peter's Copy Person**

Weekly during the school year.

Description: ■ Copy materials for teachers in the school office once per week on agreed upon day.

■ **St. Peter's Computer Lab Aides**

September – May, MWF from 2:15 – 3:00pm

Description: ■ Supervise students in computer lab, help with computer related projects and questions on a weekly basis.
■ Works with faculty on agreed upon schedule and concepts.

■ **St. Peter's Forensics Team Assistant**

As needed.

Description: ■ Assist Forensics Coach in preparing students for competitions.

■ **Field Day Volunteers**

June 4th Noon – 3pm at St. Peter's

Description: ■ Work with gym teacher to “man” outdoor, competitive stations for 1st – 8th grade students.

■ **Gym Equipment Sewer**

As needed.

Description: ■ Involves sewing projects like repairing flag football belts and the gym parachute.

■ **Small-Project & Machine Handyman**

As needed.

Description: ■ Complete small-building projects at either campus like hanging cork strips in concrete walls, hanging banners, painting, and individual teacher room projects.
■ Repair small-machines, such as the folding machine, and assemble display items, etc.

■ **ARTworks Student Art Show Volunteers**

April – Early May

Description: ■ Work with Marketing & faculty to coordinate student art show at Harris Bank.
■ Involves communicating with faculty to acquire artwork, mount artwork, hang and take down art at bank.
■ Also involves sending invitations to selected students.

■ **Uniform Sorter**

Prior to Back to School BBQ, Mid-Year, and End of School Year

Description: ▪ Sort and organize donated uniform items at least 3 times per year in the Business Office.

- Set-up/return uniforms for BBQ at both campuses.
- Remove stained or “illegal” items and bring to St. Vinny’s and pull out excess for donation to another Milwaukee school with similar uniforms. (St. Raphaels)

■ **Open House Material/Volunteer Coordinator**

Early January – Early February

Description: ▪ Work with Marketing, principal, and secretaries, to copy and assemble recruitment/registration packet materials.

- Help coordinate and set-up open house material displays and secure tour guides and stations throughout buildings.

■ **Back to School Packet Material & Family Handbook Copy/Assembler**

Mid-August – Early September

Description: ▪ Work with Marketing, principal, and secretaries, to copy and assemble back to school packets for incoming families.

■ **Hospitality Committee Co-Chairpersons**

End of July through End of School Year

Description: ▪ Planning starts in July for programs which begins in August;

- Coordinates food and/or service for teacher in-services/appreciation events, and family, student or Marketing receptions that do not have its own committee per the request of the principal, Marketing, or the Home & School Association (i.e. teacher appreciation, Christmas matinee reception, ECH coffees, Thinking & Learning Programs, etc.)
- Can be done in conjunction with PC Food Service

■ **Hospitality Committee Volunteers**

End of July through End of School Year

Description: ▪ Baking, preparing potluck dinner items, serving, set-up, and clean-up for teacher in-services/appreciation events, and family, student or Marketing receptions that do not have its own committee per the request of the principal, Marketing, or the Home & School Association (i.e. teacher appreciation, Christmas matinee reception, ECH coffees, Thinking & Learning Programs, etc.)

■ **Spookfest Co-Chairpersons**

September through End of October

Description: ▪ Planning starts in September

- Organizes decorating of the haunted hallways or other Halloween family event, games, arranges treats, and age-appropriate spooky events

■ **Spookfest Volunteers**

September through End of October

- Description:
- Planning starts in September
 - Decorates the haunted hallways or other Halloween family event, games, and age-appropriate spooky events

■ **Breakfast for Baby Jesus Co-Chairs**

October through Early December

- Description:
- Planning starts in October for early December Saturday event (usually the 1st Saturday in Dec.)
 - Organizes a Port Catholic family breakfast celebrating the birth of Jesus
 - Works with Marketing to promote to parish members
 - Coordinates food, birthday cake, cookie bake sale, and Santa Claus visit

■ **Breakfast for Baby Jesus Volunteers**

October through Early December

- Description:
- Planning starts in October for early December Saturday event (usually the 1st Saturday in Dec.)
 - Helps organizer with decorating, set-up, serving, clean-up, food item procurement, and at the event.

■ **Student & Family Enrichment Events Co-Chairs**

August through June

- Description:
- Researches and organizes events that provide social, personal, and/or educational enrichment for our students and/or parents (ie: Red Cross Babysitting Course, Thinking & Learning series, Science, Engineering, or Family Art Programs).

■ **Student & Family Enrichment Events Volunteers**

August through June

- Description:
- Coordinates events that provide social, personal, and/or educational enrichment for our students and/or parents (ie: Red Cross Babysitting Course, Thinking & Learning Program Student/Family Science, Engineering or Art Program, etc.).
 - Organizes a chosen event that H & S has agreed to sponsor, promotes, and coordinates communication with H & S, principal, Marketing, and secretaries.
 - Functions as the go-to person for his/her chosen event and works with PC Food Service, and/or Hospitality Committee as needed.

■ **6th Grade Garden Weeding**

August through June

- Description:
- Help weed and maintain St. Peter's garden used for 6th grade plant unit.

■ **Committee & Board Interest**

- Description:
- Ask for interest in the following committees in the event of a future board or committee vacancy: Policy Committee, Technology Committee, Finance Committee, Home & School Officers, and School Board.

FUNDRAISING EVENTS

■ Campbell's Soup Label Program Coordinator

Year Round

- Description:
- Promote Campbell's Soup Program by monitoring program and promotional opportunities.
 - Trim and submit labels.
 - Coordinate program opportunities and communication for families through Marketing. Track progress, financials, etc. and report to Marketing for communication to families.
 - Responsible for year-end summary of proceeds and purchased items to Marketing.

■ Milk Caps & Box Tops Program Coordinator

Year Round

- Description:
- Promote milk caps & box tops programs by monitoring programs and their promotional opportunities.
 - Count and submit each.
 - Coordinate program opportunities and communication for families through Marketing. Track progress, financials, etc. with accountant and report to Marketing for communication to families.
 - Responsible for year-end summary of proceeds and purchased items to Marketing.

■ Flower Sale Co-Chairs

March through June

- Description:
- Planning begins in March (includes working all weekend of the sale in May)
 - Oversees the flower choices, pick-up dates and volunteer help.
 - Reviews prior event and makes adjustments for upcoming event.
 - Coordinates with nursery and requires working pick-up dates.
 - Responsible for event financials and program review.

■ Flower Sale Selection Committee & Event Volunteer

March through June

- Description:
- Work with co-chairs to review prior event, select plants, coordinate, and work upcoming event.

■ Flower Sale Event Volunteers

March through June

- Description:
- Involves set-up, order filling, delivery, and clean-up for flower sale.

■ Fish Fry Co-Chairs

December through April

- Description:
- Coordinates fish fry dates with principal, kitchen supervisor, Parish, and Home & School
 - Oversees event, ordering food, volunteer workers, and parent food and dessert schedules, set-up, clean-up, and communication with parish, principal, and Marketing.
 - Responsible for financials and profit/expense reports.

■ **Fish Fry Volunteers #1**

February 8 – 10th

Description: ■ Involves, set-up, working the event, clean-up, or cooking for the event. This is a general sign-up. A specific job sign-up will be sent home closer to the event.

■ **Fish Fry Volunteers #2**

March 14 – 16th

Description: ■ Involves, set-up, working the event, clean-up, or cooking for the event. This is a general sign-up. A specific job sign-up will be sent home closer to the event.

■ **Fish Fry Volunteers #3**

March 28 – 30th

Description: ■ Involves, set-up, working the event, clean-up, or cooking for the event. This is a general sign-up. A specific job sign-up will be sent home closer to the event.

■ **Marketing Support**

Owner: Marketing

Year Round As Needed

Description: ■ Assist Marketing in coordination and execution of PC community-related events, distributing brochures, taking school pictures, & other various tasks.
■ Requires some after school and weekend event work.

■ **Marketing Database Support**

Year Round As Needed

Description: ■ Assist Marketing in inputting, maintaining, & enhancing an marketing & alumni database using parish, school, and public record data.

■ **Marketing Mass Mailing Support**

Year Round As Needed

Description: ■ Assist Marketing in coordinating targeted mailings, specifically the Annual Report in October, and delivering large mailings to Cedar Grove post office.
■ Involves coordinating mail projects, stuffing envelopes, tabbing, etc.
■ Some projects are time sensitive and require blocks of time in consecutive days.
■ Some projects may be done at home.

■ **Grant Writing Assistant**

Year Round As Needed

Description: ■ Assist Marketing in compiling, organizing, writing, applying for grants.
■ Includes following up on grant applications.
■ Majority of work can be done at home.

MAY 2012 SOLICITATION

These are Events That Start Before Next School Year and Will Need To be Filled In May of This Year. THESE ARE NOT AT THE SEPTEMBER SIGN-UP.

*The following events begin planning prior to the school year. Therefore solicitation for volunteers should occur in May prior to the events. **These WILL NOT be included in the September Volunteer Sign-Up. These positions should be solicited and filled in MAY for the following year.***

- **Magazine Sale Co-Chairs**
- **Magazine Sale Volunteers**
- **Market Day Program Co-Chairs**
- **Market Day Sorters**
- **St. Peter's Library Volunteers**
- **Back to School BBQ Chairperson**
- **Back to School BBQ Volunteers**
- **Phoenix Open Golf Outing Chairperson**
- **Phoenix Open Golf Outing Coordinators**
- **Phoenix Open Golf Event Day Volunteers**
- **Forensics Team Assistant**