

Apollo PTA 2019-2020 Open Positions

***OPEN positions are highlighted in red**

Vice President

A high visibility and influential role assisting Co-Presidents overseeing the PTA, liaising with ISD, Apollo, and IPTSA stakeholders, and bolstering local programs.

Co-Secretary

An opportunity to demonstrate your organizational skills, the co-secretaries assist with everything from agendas and attendance to minutes and record keeping.

Co-Treasurer

This position works with the other co-treasurer to make deposits, approve online payments, and record deposits.

Co-Director of Events (2 Positions Available)

Working together, the co-directors help and coach volunteers to run the main PTA events of the year: Back to school, Winter event, Talent show, Multicultural Night, and the Spring Event.

Co-Director of Fundraising (2 Positions Available)

A fun position that makes a big splash, the co-directors work together to organize and direct the fundraisers that are the lifeblood of our PTA and the programs that benefit all our students. Fundraisers include Rocket Fuel, the Orange Ruler fun run, and the ability to choose new ones! This role gets a lot of support and promises tremendous satisfaction. (15-20 minutes per day during fundraisers)

Director of Volunteers

An opportunity to demonstrate your influential nature and ability to “build the village” of parents who are crucial in helping the PTA to accomplish all things big and small, but always important, throughout the year. You decide how best to build the village and show off your communication and recruiting skills in the process.

5th grade Camp Chair

This is a fun role working with the students one last time before they head off to middle school. In this role you will lead a pre-established committee to setup “fun” fundraisers such as holiday wreath sales, ice skating, or other fun events that fund the 5th grade camp.

Teacher Appreciation Chair

Our teachers need that special person who has a knack for bringing people together to show just how much we appreciate our teachers and all school staff. You will work with a committee to plan and execute appreciation events such as snacks, pot luck, and Teacher Appreciation week in May.

Co-Outreach Chair

Another fun role with a lot of variety and support, the co-outreach chair helps to coordinate the toy and food drives, an “as needed” clothing drive for the health room, and support or help to find another volunteer to support the vital Supplemental Snacks and Power Packs programs.

Yearbook Committee (4 Positions Available)

- **Co-Editor:** Demonstrate your creative side and assist the Yearbook Editor with layout and proofreading
- **Communications:** The yearbook wouldn't be possible without our volunteer in charge of sales and marketing. Capitalize on existing sponsor relationships and secure some of your own through your contacts in our community. (60 minutes/month)
- **Liaison:** Everyone loves to take photos of our Apollo kids – and staff – hard at work or at play so we need someone who can obtain and organize pictures from teachers and staff (60-90 minutes/month; a bit more in Feb. to April)
- **Random photography** – Love to take photos? We are in need of a backup event photographer.

Communications (3 Positions Available)

- **Chair:** Submit PTA announcements to school secretary, attend board meetings to stay current with PTA happenings and oversee that PTA communications are going out via FB, Newsletter, and website; provide support to chairs if needed.
- **Social Media Manager:** Schedule and write the PTA Facebook posts (30-45 minutes a week)
- **Newsletter Manager:** Using the content that people provide, this role helps to maintain one of the important ways we reach out to the Apollo community – the weekly newsletter. As with all roles, training and support will be provided. (60-90 minutes/week when learning system, but will be faster!)

Advocacy/VIS Chair

An opportunity to advocate and travel, the person in this role will attend the PTA Legislative Assembly and Focus day in Olympia to advocate for levies and bonds. (2 days in October, 1 day in February)

Popcorn Chair

The kids love popcorn Fridays so we need you to help us stock popcorn supplies, find volunteers to make the popcorn, and provide training on Friday routines. Popcorn volunteers must obtain food handlers permit, which can be quickly and easily done online.