



### **VP, School Services**

*Time Commitment:* Flexible, approx. 3-5 hours weekly with some weeks being more or less due to events, program timing, and volunteers/support needed

*Main responsibilities:*

Provide support for school programs & FHMS PTSA needs, including:

- Volunteer Coordinator
- Volunteer Appreciation
- Reflections Art Program
- Health & Vision Screening
- E-Prep
- Sustainability
- School Beautification
- Staff Appreciation:
  - Teacher Welcome Lunch in August
  - Staff Appreciation Week in May
- Field Day

Source volunteers or chairs for school events or programs as needed

Communicate volunteer needs through flyers, emails, website, FB, and serve as main point of contact for volunteers

Source committee chairs for the following programs: Reflections, E-Prep Sustainability, School Beautification, Staff Appreciation; support committee chairs as needed

Attend monthly board meetings (approximately 2 hours/month)

Attend General Membership Meetings (4-5/school year)

Attend required training (approximately 2 hours)

For more detail on any of the programs, email [schoolservices@fhms.ptsa.org](mailto:schoolservices@fhms.ptsa.org)

