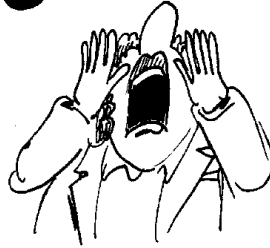




Volunteers!



FIELD DAY COORDINATOR "TRAINEE" NEEDED

We are in urgent need of one or two volunteers to help Carl Damon for Field day this year and to take it over for next year. Below is the detailed description of the event and the time needed to run it. Please contact me ASAP if you can give your time to the kids for this fabulous event.

This job is responsible for helping Coach Wilson coordinate the two Field Days run in May for the 3rd, 4th and 5th graders and the 1st and 2nd graders. Field Days are usually in May on the Monday and Wednesday of the second to last week of School. The primary duty is filling the volunteer positions necessary to run all the Field Day activities. This entails gathering volunteers by running and managing an on-line sign-up, and communicating with and coordinating the volunteers. It also includes helping Coach Wilson with whatever needs she may have ensuring Field Days is a smooth, well-run and enjoyable experience for our kids.

The duties for the position begin in January, when the Coordinator meets with Coach Wilson to plan for the year's online volunteer sign up. The Coordinator sets up the online sign up so it's ready to launch in late March/early April. At the time of launch, the coordinator broadcasts the need for volunteers in the Lenski Wednesday Announcements, and the Lenski Star. Coach Wilson sends home a letter to all parents at the same time. The online sign up is monitored and the Coordinator sends additional requests for help as needed throughout April and in May up to the Field Days.

In early May the Coordinator works with Coach Wilson ensuring all the signs necessary for Field Day are up-to-date and ready to go. The Coordinator also shops for the ice and popsicles for Field Day, storing them at school until the event.

On the Saturday prior to the Field Days, the Coordinator helps Coach Wilson organize all the equipment needed for Field Days. The Coordinator also prepares all the

volunteer name tags and check-in worksheets along with sending reminder Emails to all the volunteers. The Coordinator should know how to use desktop mail merge functions – ideally someone who is fairly comfortable with Microsoft Excel and Word.

In the event of bad weather and Field Day must be rescheduled, the Coordinator must send out a notice to all volunteers, and work with Coach Wilson to ensure the needed volunteer spots on the rescheduled date are filled.

The Coordinator is present for both Field Days, helping with volunteers and Coach Wilson as needed. Afterwards, the Coordinator sends out a “Thank You” mail to all volunteers, and wraps up until the next year.

Ideally, the new coordinator would assist in the position the year before they officially take the position so they can learn from the previous coordinator.

YEARBOOK COORDINATOR “TRAINEE” NEEDED

We are in urgent need of a volunteer to shadow Meredith McKinnon for Yearbook coordinator and to take this position over for next year.

Please contact me ASAP if you can help with this position.

Sincerely,

Lisa Morrisroe

lenskivips@gmail.com

720-201-2683