

Volunteer Coordinator

- Communicate with current and potential volunteers via Whatsapp and Email
 - Coordinate between event and fundraiser organizers and volunteers; finding and assigning volunteers as needed
 - Occasionally be on hand to oversee volunteers, as needed
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• There are **additional ways** the person in the Volunteer Coordinator role can help with outreach to increase parent awareness around PAC volunteer opportunities. These are listed below but are **not required**:

-attending 'Welcome to Kindergarten' (usually in May of each year) alongside the Communications volunteer with volunteer sign up sheets for new parents

-Setting up a table along with other Executive members at 'Meet the Teacher' night at the beginning of the school year (September) with volunteer sign up sheets

- Along with other PAC Executive team members, setting up a table in the courtyard to raise awareness about the PAC and to seek volunteers for special events