



ECS/PCO Volunteer Opportunities 2009/10

Volunteering your time with the PCO is an inexpensive way to meet the needs of our school, make an effective contribution to your child's school experience, and show your child that you value their interests. Many volunteer opportunities do require state child abuse and criminal clearances. Visit ecspco.org for details. If you are interested in volunteering, contact the email address listed for each volunteer task.

ONGOING RESPONSIBILITIES

PCO Executive Committee - The Exec. Comm. directs and plans the activities of the PCO, coordinates the specific efforts and activities of PCO committees and initiatives, facilitates communication within the school community, and carries out all routine tasks necessary for the fulfillment of the PCO mission. Members are expected to attend monthly meetings and be available via email between meetings. Officers include a moderator (president), secretary and treasurer. At least three out of the thirteen seats on the Exec. Comm. turn over each spring. Contact nominations@ecspco.org

Fundraising Committee - Coordinate ongoing fundraisers like Box Tops, Giant Eagle program, etc. Plan and publicize fall and spring fundraisers. Contact fundraising@ecspco.org

Newsletter Committee - Choose from a variety of tasks needed to publish the PCO's bimonthly newsletter (5 issues/year). Write/edit articles, compile content, take photos, graphic design, etc. Contact newsletter@ecspco.org

Parent Involvement Committee - Organize volunteers for daily operations of school and plan volunteer fair. Contact parentinvolvement@ecspco.org

Social Committee - Plan events for students and families, like movie nights, game nights, fall festival, fun day, etc. Contact social@ecspco.org

Environmental Focus Group - A collection of staff, parents, board members and interested community members dedicated to assuring that operations of the school, including energy use, minimizing waste, providing healthy meals, use of appropriate cleaning materials, making natural spaces available for learning and leisure, and all other aspects of the school are in line with the environmental mission of the school. Contact nikole.sheaffer@imagineschools.com

Technology Focus Group - Work with school staff to maintain the school website and address other technology needs. Contact jon.mccann@imagineschools.com

PCO Website Team - Maintain the PCO website. Update content regularly. Contact webmaster@ecspco.org

Library - Choose from a variety of volunteer tasks, including helping students in class, organizing the library books, covering books with dust jackets, stocking library carts, and more. Special need for volunteers who can commit to helping specific classes/grades long-term. Contact library@ecspco.org

Odyssey of the Mind - Coaches and judges are needed for this extracurricular educational program that provides creative problem-solving opportunities for students from kindergarten through college. A kick off meeting for volunteers and parents of participants will occur on October 7, 2009 at 6:30 PM. Contact Lya Laberge at lbattle@gmail.com.

After-school Clubs - Assist staff in running after-school clubs such as soccer, cross-country, chess, cheerleading, tennis and more. Contact kristen.priganc@imagineschools.com

Staff Appreciation - Plan breakfasts, lunches or other staff appreciation events throughout year. Past events have included breakfast during week before students start school, Thanksgiving meal, lunch during Teacher Appreciation Week in May. Also responsible for sprucing up teachers' lounge on a regular basis and sending birthday cards to staff. Contact parentinvolvement@ecspco.org

Room Parent - One or two parents per classroom, assigned at the beginning of the year in coordination with the Parent Involvement chair. Responsible for organizing classroom volunteers to assist with daily classroom activities and outdoor hikes, planning classroom parties and field trips, and checking in with the classroom teacher on a weekly basis. Contact parentinvolvement@ecspco.org

Bake Sales - Solicit donations of baked goods, provide baked goods, publicize and staff the bake sales. Contact fundraising@ecspco.org

Hospitality Team - Arrange childcare and refreshments for each PCO meeting. Contact parents@ecspco.org

Publicity Team - Create flyers for events and PCO announcements in coordination with the Executive Committee and/or event chairs. Get all flyers approved by school staff before distribution. Contact secretary@ecspco.org

Bulletin Board - Update indoor PCO bulletin board and outdoor school/community message board on a regular basis. Contact secretary@ecspco.org

Java with Jon - Make coffee for this monthly event. Contact jon.mccann@imagineschools.com

Photo Manager - Compile photos of everyday activities and special events. Manage photo permissions according to photo release forms. Contact webmaster@ecspco.org

Ad Sales & Distribution - Sell advertising space in the comPOST newsletter, calendar and school directory. Distribute newsletters in community. Contact ads@ecspco.org

Wednesday Folders - Copy and collate handouts on Tuesday mornings for the Wednesday folders. Rotating schedule of parents volunteer at least once a month. Contact secretary@ecspco.org

Office - Assist office staff with copying, typing, filing, classroom deliveries and other office tasks. Contact beth.buchholz@imagineschools.com

Community Liasion Team - For each community partner, one volunteer is responsible for contacting and coordinating partnership efforts. Partners may include organizations, businesses such as the East End Food Co-op and others. Contact parents@ecspco.org

ECS Representatives - Attend community events as representatives of ECS; talk one-on-one to event attendees and hand out ECS brochures or information. Events may include Earth Day at the Frick Environmental Center, EcoFest at the Wilkins School Community Center and other local festivals. Contact parentinvolvement@ecspco.org

Tour Guides - Provide tours of the school to prospective families. Tours are usually scheduled for Friday mornings in the spring, but could be any time. Contact parentinvolvement@ecspco.org

Lost & Found - Sort lost & found box to try to reunite items with owners and donate unclaimed items at the end of each month. Contact parentinvolvement@ecspco.org

Recess and Lunch - Help children get through the food line, open packages, maintain safety on the playground, engage in games, etc. Lunches and recess times run from 10:45 until 1:00. Contact parentinvolvement@ecspco.org

Lunch Money - Help the food services director count money and keep track of lunch payments on a daily or weekly basis. One or two consistent volunteers needed. Contact john.lash@imagineschools.com

New Parent Mentoring and Welcome Team - Coordinate mentor program for new families and correspond with new families in spring/summer. Contact parentinvolvement@ecspco.org

SHORT-TERM EVENTS/PROJECTS

Student Directory - Distribute directory forms, data entry, layout and printing. Program on-line system for data entry and management. Contact directory@ecspco.org

Movie Nights - Set up televisions and areas for bake sale and check-in, choose and acquire movies based on the theme of the evening, clean-up. Contact social@ecspco.org

ECS Cookbook - Work with a committee to edit recipes from the food services staff, proofread and produce the cookbook. Publicize, take orders, distribute printed copies. Contact cookbook@ecspco.org

Book Fair - Set-up, sales, clean-up; working with teachers to create wish lists for classroom books; plan special events. Contact bookfair@ecspco.org

Walk to School Day - Plan activities to promote walking, advertising & media releases, plan fun activities throughout the day, prizes, rewards, snacks. Contact danielle.meyer@imagineschools.com

ECS Shirt Sales - Print order forms, process orders, take inventory, distribute shirts to students. Contact secretary@ecspco.org

Uniform Exchange - Solicit donations of dress code-appropriate clothing, sort and store clothing, sell clothing at school events. Contact fundraising@ecspco.org

Fall Festival - Plan family friendly activities and games, arrange for food, advertise, set up and clean up. Contact social@ecspco.org

Pumpkin Parade - Advertise event, determine costume guidelines, inform neighbors of afternoon parade. Contact nicole.rypczyk@imagineschools.com

Picture Days - Help students prepare for photos (clean faces, neat hair, etc.), help classroom teachers and photographer keep the children orderly, distribute flyers. Contact kristen.priganc@imagineschools.com

Fall and Spring Clean-Up Days - Coordinate volunteers and arrange tasks with the maintenance staff and classroom teachers, advertise needed supplies, lead clean-up/beautification projects. Contact cleanup@ecspco.org

Celebration of Thanks - Plan school-wide activities to promote thankfulness, set-up and clean-up of feasts. Contact melissa.raimondo@imagineschools.com

Healthy Hike - Advertise event for day after Thanksgiving, coordinate path/route for hike, plan refreshments, inform Frick Environmental Center of the event. Contact becky.craig@imagineschools.com

Gingerbread House Family Night - Advertise and plan event, mix icing (glue), set-up and clean up, providing any necessary materials. Contact social@ecspco.org

Holiday Marketplace - Set up eco-friendly holiday shopping, design schedules for classes to shop, set up and staff the market, contact vendors or donors for items, inventory items before and after sale. Contact fundraising@ecspco.org

Game Night - Advertise and plan event, provide games to play (encourage families to bring games), potentially have families bring a game to donate to the E-day program or a classroom. Contact heather.dessell@imagineschools.com

Ice Skating Party - Arrange a venue, coordinate ticket sales if necessary, advertise. Contact social@ecspco.org

Prospective Family Open Houses - Staff several open houses by answering questions and giving tours to prospective families. Also set up sign-in areas, coordinate refreshments and supplies and arrange childcare. Contact parentinvolvement@ecspco.org

Dr. Seuss Day - Plan school-wide and classroom activities that celebrate the life and work of Dr. Seuss, perhaps a costume contest, donate a book drive, poetry contest, etc., arrange mystery readers (celebrity? parents?) to come read to the children. Contact lynn.murray@imagineschools.com

Disabilities Awareness Day - Plan activities that promote awareness and celebration of all needs, plan activities that are appropriate for different grade levels to understand how individuals with disabilities adapt. Contact becky.brunger@imagineschools.com

Blanket & Sweater Drives - Advertise and request donations from school, community, and local businesses; collect and deliver donated items, plan events for Sweater Day to celebrate Mr. Rogers. Contact drives@ecspco.org

Earth Nite - Coordinate partners, plan activities for families and students, set-up, clean-up, decorations, solicitation of donations, media releases. Contact laura.micco@imagineschools.com

Yearbook - Work with staff to take photos at any school event/field trip and save photos with event name, teacher and description. This will happen throughout the school year for the spring deadline. Contact lynn.murray@imagineschools.com

Eco FunFest - Plan school-wide field day that promotes environmentally friendly and responsible activities, as well as teamwork; solicit donations and supplies, coordinate schedule of activities and locations including an inclement weather plan, organize volunteers for the event. Contact laura.micco@imagineschools.com

Family Breakfast & Hike - Plan breakfast for moms and dads, help teachers to plan hikes that would encourage families to hike together, work with partners to solicit donations or services, provide advertising and parking assistance. Contact diane.karichko@imagineschools.com

Kennywood Day - Coordinate group sales with the park, sell tickets, arrange a meeting place. Contact melanie.cowherd@imagineschools.com

Summer Events - Plan and publicize summer-time events for students and families, such as park days, ice cream social, scavenger hunt, potluck picnic. Contact social@ecspco.org

comPOST Calendar - Work with staff to plan events for following school year each spring, produce wall calendar during summer for distribution at the start of the school year. Contact calendar@ecspco.org