



**Here are some volunteer positions we are looking to fill.**

**Want to volunteer for something that's not on this list? Let us know!**

<b>Volunteer Roles</b>	<b>Description</b>	<b>Time Commitment</b>
<b>Parents' Club Board Member</b>	Attend monthly Board meetings and monthly Parents' club mtgs. Additional job functions according to position. Attend 2-4 meetings during Summer vacation.	4-40 hrs/week as needed depending on role
<b>Community Family Fundraiser Coordinator</b>	Outreach to VV families and community to increase donations to Education Fund.	Flexible - estimated 10-40 hrs/year
<b>ESL Family Outreach Coordinator(s)</b>	Outreach and support to VV ESL families. Fluency in a second language spoken by VV families.	Flexible – estimated 3-15 hrs in the beginning of the year, maintain as needed
<b>Room Parent</b>	Establish and orchestrate teacher/parent communications, coordinate volunteers for class events.	Flexible - approx 1 hr/ week, as needed
<b>Librarian</b>	Each class needs 1 (preferably 2) volunteer librarians to collect, check out, shelve books, and read stories to class.	1-2 hrs weekly or biweekly
<b>Computer Lab Parent Coordinator</b>	Oversee computer lab volunteers.	Flexible
<b>Website Maintenance</b>	Work with VV Webmaster to update and improve our Parents' Club website.	Flexible
<b>Escrip Coordinator</b>	Promote and advertise signing up for Escrip <i>(With Flexible Escrip, people sign up their credit cards &amp; make money for VV when purchasing with card at participating merchants.)</i>	Flexible
<b>Classroom helper</b>	Work with teacher and students in the classroom.	Flexible. Most Classroom volunteers work a weekly fixed schedule, 1-2 hrs/week
<b>Printed Communication Coordinator(s)</b>	Copy , assemble, and distribute weekly flyers to parents who are not on email distribution list.	1 hr weekly, less time if we have multiple volunteers
<b>Catalog Sales Coordinator(s)</b>	Coordinate annual cookie dough sales (or other fundraiser.)	10-15 hrs in October, less if you have additional volunteers
<b>Box Top and Label Coordinator</b>	Advertise box top collection to classes, and mail in periodically for school reimbursement.	Flexible, approx. 4 hrs per month
<b>Assembly Coordinator</b>	Enhance our students' learning experiences by scheduling presentations/guest speakers/ activities for school assemblies.	Flexible, approx. 10-30 hrs/year
<b>Grant Writer</b>	Research and apply for grants.	Flexible
<b>Grocery Store Share Card Coordinator</b>	Create/maintain Share Card fundraising partnerships with Food Maxx, Raley's, Lucky's, Target. Advertise to VV families.	Flexible

<b>Computer Lab Volunteer</b>	Each class needs one (preferably 2) volunteers to assist their teacher in the computer lab.	1 hour/ week
<b>Holiday Gift Shop Coordinator</b>	Plan and run December Holiday gift shop ( <i>where kids can buy holiday gifts for family and friends.</i> ) Preparation includes purchasing gifts for following year, scheduling each class' shopping time, and staffing the shop with volunteers.	Shop day is in early December. Preparation time flexible.
<b>Holiday Gift shop volunteer</b>	Help set up shop. Guide kids through shop as they select and pay for gifts.	One time: 1-4 hours total
<b>Multicultural Festival Co-coordinator</b>	Help coordinate entertainment, food, decorations, volunteers for Multicultural festival.	5-20 hours total. Festival is in May
<b>Multicultural night volunteer</b>	Help with set up / clean up.	2-5 hours total on Multicultural night.
<b>Fall Festival Volunteer</b>	Help with booth construction, or set up, or clean up. Help to oversee and staff a booth.	2-8 hours total. Fall Festival is on September 29 <sup>th</sup> .
<b>Adult night Fundraiser Coordinator</b>	Organize and advertise an adult night fundraiser for VV parents.	January or February
<b>Book Fair Volunteer</b>	Assist the book fair coordinator in set up and/or sell books at the book fair .	2-8 hours total during Open House in March
<b>Teacher Appreciation Coordinators</b>	Coordinate parents to decorate and bring food on teacher appreciation day.	4-10 hours total early May
<b>Bunny Hop Volunteer</b>	Help advertise Bunny hop to teachers and families. Help set up/tear down. Hand out water and carrots to students at Bunny hop.	2-5 hrs total in April.
<b>6<sup>th</sup> Grade Activities Committee member</b>	Raise funds for, and help organize 6 <sup>th</sup> grade special activities.	Flexible
<b>Yearbook Committee</b>	Work with Yearbook coordinator to collect yearbook photos, develop content and layout.	Flexible
<b>School Sweatshirt and T-shirt Sales</b>	Sell VV logo apparel to VV families at various school events and/or after school.	Flexible
<b>Music Volunteer</b>	Support our new music program by helping out during music class, or work with teachers to bring supplemental music into the classroom.	Flexible, on teacher-by-teacher basis.
<b>Art Volunteer</b>	Support our teachers' efforts to bring a greater variety of art projects into the classroom.	Flexible, on teacher-by-teacher basis.
<b>Science Volunteer</b>	Working with teachers in introducing students to more hands-on science experiments and demonstrations.	Flexible, on teacher-by-teacher basis.
<b>Foreign Language Volunteer</b>	Work with teachers to supplement curriculum with foreign language introduction.	Flexible, on teacher-by-teacher basis.

<p><b>ASEP (After School Enrichment Program)</b></p> <p><b>-Lead Coordinator</b></p> <p><b>-Coordinators</b></p>	<p>Work with VVPC and Principal to develop and launch new ASEP program. Our goal is to offer a variety of quality afterschool classes to supplement and enrich our student's understanding of art, music, creative expression, and science. Promote and market ASEP classes to parents, maximizing student enrollment and program's long-term success.</p>	<p>Flexible, approximate commitment would be 2-8 hours per week, less with more coordinators.</p>
<p><b>Electronic Communications Coordinator</b></p>	<p>Coordinate and send weekly email blasts to parents. Update parent info database as needed with parents who opt in or out</p>	<p>1-2 hrs per week.</p>
<p><b>Braggin' Dragon Coordinators</b></p>	<p>Track weekly tallies of minutes read by each student in your class to encourage and reward reading. Update Braggin' Dragon Reading chart quarterly. Help arrange for Braggin' Dragon award presentation.</p>	<p>Flexible. 30 min -1 hr per week.</p>