

VOLUNTEER ROLE DESCRIPTIONS

Getting started - how to volunteer!

- You must be an Edmonds school district approved volunteer to participate for any activities during the school day. Approvals renewed annually. Register here: edmonds.wednet.edu/community/volunteer
- Sign up to volunteer on the monthly sign up sheets found at brierelementarypta.com/volunteer
- While many of these events are hosted by the Brier PTA, you do not need to be a PTA member to volunteer (although the PTA would love to have you)! Visit brierelementarypta.com/membership to join.
- However, you must be a PTA member to manage any financial transactions when volunteering at certain events (i.e. taking payment for pizza at Movie Night).
- Don't forget to sign in at the front office each time you volunteer!

For questions email Courtney at brierptavolunteer@gmail.com

Thank you for your participation and support. Your time and commitment to these events is appreciated.



BOBCAT CAVE

Chairperson:
Merissa Stuckle



2 Volunteers: Tuesdays & Wednesdays 11:45 am - 1:05 pm

Bobcat Cave is a program created with the intention of providing a quieter recess alternative to the playground. Students have access to various quiet activities like board games, Legos, art materials, and more under the supervision of adult volunteers.

Teachers have passes for 2-3 students per recess. Held in the Brier Elementary Library during both lunch recesses (pending volunteer participation). Further instructions on volunteer duties are located in the Bobcat Cave folder in the library.

Chairperson Role:

- Partner with school to coordinate which days Bobcat Cave will be held
- Promote and find volunteers to participate with the goal of keeping a rotating schedule of volunteers who are available to participate each week
- Partner with PTA chairs to help message and market
- Develop monthly activities or craft projects that students can participate in
- Ensure supplies are stocked appropriately



POPCORN THURSDAYS

Chairperson:
OPEN



3-4 Volunteers: Select Thursdays 9:00 am to around 12:00 pm

Kids cheer every time that popcorn is mentioned during the morning announcements, and the Brier PTA needs your help to serve over 400 bags of fresh popcorn.

It takes 3-4 volunteers to help each event succeed (but can be done with 2 experts). Popping runs from 9 am to around 12:00 pm.

Distribution occurs at 10:50 am to K-3rd and 2:45 pm to 4th-6th. This change is due to a change in recess structure.

Chairperson Role:

- Recruit volunteers. 3 to 4 people (always nice to have 4 in case people need to cancel or manage in shifts to pop/hand-out)
- Help educate new volunteers on the popping process
- Inventory supplies (bags and popcorn) at the end of each popping session
- Order popcorn and popcorn bags on Amazon as needed
- Wipe/clean down machine at the end of popping

BRIER ELEMENTARY VOLUNTEER ROLE DESCRIPTIONS

Minimum of 2 Volunteers: Select Fridays during the year

Come out and play! Recess volunteers are needed to run organized activities during lunch recess. This program is designed to help promote inclusion by providing structured recess activities for students of all ages, abilities and personality types. Organized activities with adult volunteers can provide security to shy children who may typically feel excluded, and help children from different grades or abilities interact and promote playground participation.

Volunteers should plan to arrive to school by 11:45 am and sign in at the front office to gather what is needed for the pre-arranged activities for the day.

K-3rd grade recess begins at 12pm. 4th-6th grade recess begins at 12:30pm.

Chairperson Role:

- Coordinate activities as appropriate for the week, which can include: chalk, octopus tag, 4 square, jump rope or double dutch, bubbles, soccer or field games, oversized connect four and Jenga and more!
- Recruit, educate & ensure volunteer attendance for each recess

FRIDAY RECESS



Chairperson:
OPEN

5-7 Volunteers: Evenings on November 15 & January 24

Movie night is always a fun night that kids enjoy attending. Pizza and drinks are served. Doors open at 5:30pm and movie starts at 6pm. Volunteers are needed to sell concessions, serve pizza & popcorn and clean up.

Chairperson Role:

- Help plan and execute 2 school-wide movie nights
- Select & get approval for movie
- Order and pick up pizza & refreshments
- Recruit volunteers to help and oversee logistics day of the event



MOVIE NIGHTS

Chairperson:
OPEN

BULLETIN BOARD

Chairperson:
OPEN



1 Volunteer: Monthly, as needed

If you enjoy crafting a good mood board, this project is right for you! Help update the bulletin board outside the front office.

Coordinate with the PTA marketing & volunteer contact to gather updated flyers and bring your ideas for ways to add flair to the bulletin board each month to ensure content stays up-to-date.

Volunteers TBD: Oct 28-Nov 13

Did you know almost half of the PTA budget goes towards classroom stipends, school grants, and staff appreciation? The fall fundraiser is what keeps the PTA going each year with all the fun events, programming and activities that are hosted week after week to support our school community.

Help is needed to help promote and coordinate the fundraising activities for this year's **Care-a-Thon**. If you are interested in helping, email brierptafundraiser@gmail.com

FALL FUNDRAISER

Chairperson:
Nicole Godfrey



BRIER ELEMENTARY VOLUNTEER ROLE DESCRIPTIONS

MONSTER MASH

Chairpeople:

Erin Arden & Miriam Molloy

Multiple Volunteers: October 25

Lots of fun volunteering is in store for Monster Mash! The first big event of the year kicks off with Monster Mash and a lot of work goes in to make this **free** event a success.

Help is needed to set up (Thursday evening & after school on Friday). Set up involves decorating, constructing balloon arch, photo booth and setting up signs and tables. Volunteers are needed for concessions (selling pizza & drinks), at the free treat station, craft room, playground/Gaga ball pit and during clean up/take down.

2 Volunteers per classroom: Monthly

Based on established elementary school art docent models, monthly projects explore a variety of mediums and vocabulary and give students the opportunity to learn about a particular artist or culture. Lessons are taught by two trained parent volunteers.

Instructional sessions will be held over video and all supplies provided for each project prior to the classroom lesson. Previous projects include ink printmaking, tissue paper collage, textile art and more! Instructional videos are posted on the Brier PTA Art In Action page:

<https://brierelementarypta.com/art-in-action>

Participate less than 2 hours each month, and have a huge impact on creativity and art education in your child's classroom. No artistic talent required!

Parents are being asked to coordinate with their teacher(s) this year to arrange for lesson leaders or volunteers. Teachers will schedule their Art in Action cart for times that work best for their classrooms.

ART IN ACTION

Chairperson:

Morgan Hamilton



STAFF APPRECIATION



Chairpeople: Emily Ward & Addie Adams

Staff appreciation activities are hosted throughout the year and include monthly recognition events, staff meals, Staff Appreciation Week on May 5th-9th, stocking the staff lounge and more! New volunteers and ideas are always, um, appreciated. Reach out to take part!

BOOK FAIR



Chairperson:

OPEN

Multiple Volunteers week of April 21

Volunteers will help with set up and take down of the books displayed for the book fair.

Support is also needed during specific times during the week (before school, lunch, after school, select evenings) to help kids select and purchase books and keep the book fair in order as kids come through to purchase items.

If you are a PTA member, you may also assist with the register/money transactions.

Chairperson responsibilities include coordination of activities with PTA & school librarian as needed to plan and host event.

BRIER ELEMENTARY VOLUNTEER ROLE DESCRIPTIONS

2 Volunteers: 12-1pm every other Tuesday & Thursday

Bobcat students get hands-on experience learning how to grow garden veg from seed to harvest. Produce grown in the school gardens will be donated to Concern For Neighbors Food Bank.

Garden club meets every other week during lunch recess in the fall and spring. Be prepared, rain or shine! Parent volunteers are needed to help out during lunch recess.

Email Jenny Rose at brierelementarygardenclub@gmail.com for more information.

GARDEN CLUB

Chairperson:
Jenny Rose



FIELD DAY

Volunteer Coordinator:
OPEN



Multiple Volunteers: June 11

Field day offers the school a fun way to play games and participate in outdoor play at the end of the year. Brier's PE teacher, Jody Wallis coordinates the event.

The day is broken into two sessions, K-3 and 4-6 grades where kids partake in up to 15 different games and activities. Volunteers are needed during both sessions to help at each activity station. The Volunteer Coordinator for Field Day will work in partnership with Mr. Wallis to help recruit and coordinate volunteers for the event.

SPRING CARNIVAL

Chairpeople:
Erin Arden & Miriam Molloy



Multiple Volunteers: Event held June 6

Spring Carnival is a big event. So big that it's only hosted every other year. Because of that, the PTA needs a lot of help from volunteers to help coordinate all the pieces that make this such an exciting night for BRE students and staff.

Volunteers will be needed to help at stations including: popcorn, cotton candy, cake walk, ticket sales, carnival games, prize booth and more!

SPIRIT WEAR

Chairperson:
Renee Steyh



Spirit Wear is a fundraiser throughout the school year via online orders & in-person events.

Chairperson Role: Coordinate at least 2 main Spirit Wear ordering timeframes during the school year (typically Fall/Spring). Select product, set pricing, creating order forms, collect forms (paper + online) and placing a bulk order with the vendor. Upon delivery, breakout and label all orders by teacher/student and deliver directly to each classroom. Sell Spirit Wear in person during key in-person school events like Meet The Staff, Curriculum Night, etc. Typically 3-4 events a year. Keep a limited assortment of back stock to sell in-person and to also help facilitate any size exchanges and one off requests throughout the year (ex: choir needs, new students, etc). Total time commitment is roughly 15-20 hours a year.

THANK YOU VOLUNTEERS!

brierptavolunteer@gmail.com

brierelementarypta.com/volunteer