

Volunteer Position Job Description

Job Title:

Grade 7 Grad Coordinator

Purpose:

Oversee all aspects of Grade 7 Graduation, Fundraising, Ceremony and Grad Camp

Location:

Crescent Park School

Key Responsibilities:

- Overall responsibility for organizing fundraising activities and graduation ceremony
- Liaise with school administration to ensure activities are funded and scheduled as necessary
- Recruit volunteers to help out with fundraising activities
- Organize bottle drive and tree chipping over winter holidays
- Organize Bingo Night
- Plan Graduation Ceremony, food and decorations
- Help recruit parent volunteers to attend Grad Camp with students
- Work with Grade 7 Students and Parents to create a memorable event

Reports to:

PAC & School Administration

Length of Appointment:

SEPT- JUNE

Time Commitment:

- A few hours a week at the beginning of school to liaise with school administration regarding Grad plans for the year
- More time in days leading up to events like tree chipping, bottle drive and bingo
- increased hours in June to set up for Grad Ceremony

Qualifications:

Experience organizing events, managing projects or volunteers is preferred but not required.

Support:

PAC Volunteer Coordinator can help with recruiting volunteers