

Position Title: PTO Volunteer Coordinator

Reports To: PTO President and Executive Board

Updated: 5/28/2025

Position Summary: The PTO Volunteer Coordinator plays a central role in building and managing the volunteer community that supports the mission of the PTO. This individual is responsible for recruiting, organizing, and communicating with parent and community volunteers for events, programs, and school initiatives. The Volunteer Coordinator ensures that events are adequately staffed and that volunteers feel welcomed, prepared, and appreciated.

Key Responsibilities:

Volunteer Recruitment & Engagement:

- Develop and maintain a database or system for managing volunteer information, interests, and availability.
- Create and distribute volunteer sign-up forms (paper or digital) at the start of the school year and as needed throughout the year.
- Promote volunteer opportunities through various channels (e.g., newsletters, emails, social media, school website, bulletin boards).

Event & Program Coordination:

- Collaborate with event chairs and committee leads to determine volunteer needs for each PTO-sponsored event or program (e.g., book fairs, field days, fundraisers).
- Schedule and assign volunteers based on event needs and availability.
- Provide detailed information and instructions to volunteers prior to events, including arrival times, tasks, and points of contact.

Volunteer Support & Communication:

- Serve as the main point of contact for all volunteers.
- Respond to questions, provide guidance, and ensure volunteers feel supported and valued.
- Communicate regularly with volunteers regarding upcoming opportunities and responsibilities.
- Ensure volunteers complete any required school or district background checks or training.

Recognition & Retention:

- Plan and coordinate volunteer appreciation efforts (e.g., thank-you notes, recognition events, small gifts).
- Maintain a positive volunteer culture by fostering a welcoming and inclusive environment.

Collaboration:

- Work closely with the PTO Board, school staff, and principal to identify areas where volunteers can support school goals.
- Attend regular PTO meetings and report on volunteer-related updates and needs.

- Coordinate with other PTO roles to promote and support volunteer initiatives.

Preferred Qualifications & Skills:

- Strong interpersonal and communication skills.
 - Excellent organization and time-management abilities.
 - Comfort with digital tools (e.g., Google Forms, spreadsheets, SignUpGenius, email platforms).
 - Ability to work independently and as part of a team.
 - Enthusiasm for community building and parent involvement.
 - Prior volunteer coordination or event planning experience is helpful but not required
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Impact:

The Volunteer Coordinator helps strengthen the school community by connecting parents with meaningful ways to support students, staff, and events. A well-organized volunteer program enhances school spirit, builds trust between families and staff, and ensures the success of PTO initiatives.