



Volunteer Opportunities

While no one can do everything, everyone can do something.

Mission Avenue Open depends on parent volunteers to help deliver a quality student experience. There is no experience necessary. Just bring your willingness to help. Below is a list of the available volunteer positions. To sign up, fill out the [volunteer form](#) at missionpta.org.

[Executive Board](#)

[Executive Committee](#)

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Executive Board

For more information about serving in an elected position, there are [details posted at missionpta.org](#).

President (Elected)

Year Commitment - Executive Board Member

Oversee and coordinate the work of the executive board, preside at PTA meetings, serve as ex-officio member of all committees and is the official contact, communicator, and representative of the PTA.

Vice President (Elected)

Year Commitment - Executive Board Member

Work as the primary aide to the president; perform the president's duties in his or her absence and carry out other duties as assigned.

Secretary (Elected)

Year Commitment - Executive Board Member

Take minutes at PTA meetings, maintain and preserve PTA records and important documents and handle PTA correspondence.

Treasurer (Elected)

Year Commitment - Executive Board Member

Maintain records to track funds, prepare the annual budget, pay all PTA bills, and prepare financial reports.

Financial Secretary (Elected)

Year Commitment - Executive Board Member

Work with the treasurer, make deposits, keep a record of all receipts, and prepare monthly and annual financial reports

Auditor (Elected)

Year Commitment - Executive Board Member

Verify all necessary reports and forms have been completed and filed. Prepare a yearly audit and present a report to PTA.

Historian (Elected)

Year Commitment - Executive Board Member

Assemble and preserve a record of the activities, achievements and volunteer hours of the PTA. Highlight PTA activities in school hall/office

Parliamentarian (appointed by the President)

Year Commitment - Executive Committee Member

Assist the president to manage meetings and advise on Parliamentary procedure.

Executive Committee Members

Committee Chairs also serve as members of the Mission PTA Executive Committee and are invited to attend PTA Executive Board Meetings.

Auction Chair

Year Commitment - Executive Committee Member

Oversee the Auction Committee in the organization and planning of this large scale fundraising event.

Communications Committee Chair

Year Commitment. Executive Committee Member

Oversee the Communication Committee in efforts to have all PTA information accessible for all Mission families and to support PTA in bringing new ideas, people and energy to PTA.

Family Engagement Chair

Year Commitment - Executive Committee Member

Oversee projects and interventions that serve to make all Mission families feel connected with an emphasis on non-English speaking families.

Family Night Chair

Year Commitment - Executive Committee Member.

Coordinate Family Fun Nights throughout the year.

Fundraising Chair

Year Commitment - Executive Committee Member

Oversee all fundraising. Propose fundraising activities to PTA, focus on raising the amount of funds needed to meet the PTA's budget, plan and organize fundraising activities.

Gardening/School Beautification Chair

Year Commitment - Executive Committee Member

Oversee the Gardening Committee in the organization, planning and implementation of the school garden and school beautification projects.

Membership Chair

Year Commitment. Executive Committee Member.

Promote PTA membership throughout the year and maintain an updated list of PTA members.

Safety Chair

Year Commitment - Executive Committee Member

Identify and promote awareness of safety problems in the school community and, in collaboration with others, help develop solutions.

School Musical Chair

Year Commitment - Executive Committee Member

Oversee the School Musical planning and implementation.

Special Events Chair

Year Commitment - Executive Committee Member.

Manage all PTA Special Events throughout the school year.

Teacher Liaison

Year Commitment - Executive Committee Member

Work with PTA Executive Committee to facilitate getting information to staff and feedback from staff regarding Mission PTA. Represent staff in PTA decision making.

Auction Committee (every other year, odd years)

Auction Chair

Year Commitment - Executive Committee Member

Oversee the Auction Committee in the organization and planning of this large scale fundraising event.

Donation Coordinator

Year Commitment

Coordinate the donations for the Mission Auction.

Decoration Coordinator

6-Month Commitment (October - March)

Coordinate the decorations for the Mission Auction.

Volunteer Coordinator

6-Month Commitment (October - March)

Coordinate the volunteers for the Mission Auction.

Food Coordinator

6-Month Commitment (October - March)

Coordinate the food for the Mission Auction.

Carnival Committee

Carnival Chair

6-Month Commitment - Executive Committee Member

Oversee the Carnival Committee in the organization and planning of the school carnival.

Vendor Coordinator

6-Month Commitment.

Coordinate the vendors for the school carnival.

Prize Coordinator

6-Month Commitment.

Coordinate the prizes for the school carnival.

Decoration Coordinator

6-Month Commitment.

Coordinate decorations for the school carnival.

Communications Committee

Communications Committee Chair

Year Commitment. Executive Committee Member

Oversee the Communication Committee in efforts to have all PTA information accessible for all Mission families and to support PTA in bringing new ideas, people and energy to PTA.

Website Coordinator

Year Commitment

Manage content updates for MissionPTA.org website, including blog posts, events, photographs, and Missionwear store.

Facebook Coordinator

Year Commitment

Work with PTA communication committee to push out information as needed via the Mission PTA Facebook page.

Class Representative Coordinator

Year Commitment

Manage communication with all the Class Representatives via email, and oversee class representative tasks (Carnival sign-ups, Teacher Appreciation Day duties, School Auction classroom assignments).

Class Representatives

Year Commitment. One rep needed per classroom. Communicate PTA information with classroom families consistently and complete/delegate class representative tasks (Carnival sign-ups, Teacher Appreciation Day duties, School Auction classroom assignments).

Info Boxes/Sandwich Board/Poster Coordinator

Year Commitment

Work with PTA communication committee to push out information as needed via infoboxes, the sandwich board, and posters.

Staff Liaison

Year Commitment

Work with PTA communication committee to facilitate getting PTA information to staff and bringing school site perspective to the committee.

English Language Advisory Committee Liaison

Year Commitment

Work with PTA communication committee to facilitate getting PTA information out and engaging with non-English speaking Mission families.

Graphics Coordinator

Year Commitment

Work with PTA communication committee to develop graphics needed throughout the school year.

Photographer

Year Commitment

Attend and photograph PTA events.

Fundraising Committee

Fundraising Chair

Year Commitment - Executive Committee Member

Oversee all fundraising. Propose fundraising activities to PTA, focus on raising the amount of funds needed to meet the PTA's budget, plan and organize fundraising activities.

Fun Run Coordinator

6-month Commitment. Organize and support the Apex/Fun Run.

Restaurant Fundraiser Coordinator

Year Commitment. Contact local restaurants and coordinate restaurant fundraisers throughout the school year.

Missionwear Chair

Year Commitment - Executive Committee Member. Coordinate design, ordering, and distribution of Mission spirit wear and other merchandise.

Wreath Liaison

3-month Commitment (September - November). Work with Mission Ave staff to coordinate the annual Wreath Fundraiser.

Book Fair Coordinator

3-month Commitment (October-December). Coordinate the Scholastic Book Fair(s).

Open House Dinner Coordinator

1-month Commitment (March-April). Coordinate PTA's Open House Dinner.

Passive Income Coordinator

Year Commitment. Coordinate and promote passive income programs, including Box Tops, Shutterfly/Tiny Prints, and Amazon Smile.

Garden/Beautification Committee

Gardening/School Beautification Chair

Year Commitment - Executive Committee Member

Oversee the Gardening Committee in the organization, planning and implementation of the school garden and school beautification projects.

Donations and Grants Coordinator

Year Commitment

Coordinate garden donations and grants.

Horticultural Coordinator

Year Commitment

Provide horticultural advice.

Staff Liaison

Year Commitment

Work with the Garden Committee to facilitate exchange of information between school site staff and PTA regarding the garden and associated projects.

Parent Liaison

Year Commitment

Work with the Garden Committee to facilitate getting information to parents and feedback from parents regarding the garden and associated projects.

School Musical Committee (every other year, even years)

School Musical Chair(s)

Year Commitment - Executive Committee Member

Oversee the School Musical planning and implementation.

Parent Coordinator

6-Month Commitment.

Coordinate the parent volunteers for the School Musical.

Additional Coordinators to be determined by School Musical Chair(s).

Special Events Committee

Special Events Chair

Year Commitment - Executive Committee Member

Manage all PTA Special Events throughout the school year.

Hospitality Coordinator

Year Commitment.

Provide “hospitality” throughout the school year at selected PTA events and meetings.

Back to School Social Coordinator

1-month Commitment (July-August)

Coordinate the Back to School Social.

Back to School Tea Coordinator

1-month Commitment (July-August)

Coordinate the Back to School Tea.

Walk to School Day Coordinator

1-Month Commitment (September-October)

Coordinate Walk to School Day.

Author Day Coordinator

Year Commitment

Coordinate Author Day, including identifying author(s), managing book orders/preorders, and day of logistics.

Teacher Appreciation Day Coordinator

1-month Commitment (April-May)

Coordinate Teacher and Staff Appreciation Day.

Last Day of School BBQ Coordinator

1-Month Commitment (May-June)

Coordinate the Last Day of School BBQ.

Retirement Coordinator (as needed)

1-Month Commitment (May-June)

Work with the school site “Sunshine Committee” to help honor retiring teachers.