

**The Shining Stars School
Parent Volunteer Positions**

<p>Fall/ Winter Clean Up Crew Coordinator</p>	<p>Responsible for sign up and execution of two clean-up days (One in the Fall and one in the Winter). Clean up dates determined by board. Clean up will include, but not limited to, classrooms, bathrooms, toys, manipulatives and outdoor areas.</p>
<p>Fall Community Events Coordinator</p>	<p>Responsible for working to cover the following community events or tables: Scarecrow Walk and Halloween Run. This requires creating sign-ups and creating flyers for our SS families to be informed and involved in these events. SS Board will provide more information regarding these events.</p>
<p>Spring Community Events Coordinator</p>	<p>Responsible for working to cover the following community events or tables: Hotel Half and Running with Ed water table. This requires creating sign-ups and creating flyers for our SS families to be informed and involved in these events. SS Board will provide more information regarding these events.</p>
<p>Fall and Spring Community Service Coordinator</p>	<p>Responsible for arranging one (1) community service project in Fall and one (1) in Spring, in which the entire school can participate. This project should reflect the values of our school and help develop a greater awareness of serving others in our community.</p>
<p>Co-op Calendar Keeper 1 for Blue Stars 1 for Red Stars</p>	<p>Responsible for creating and maintaining their assigned co-op calendar at the Mandatory Parent Meeting. The coordinator is responsible for making sure each family has signed up for one (1) co-op days per month or nine (9) total days. This position will span the entire school year.</p>

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<p>Emergency Prep Coordinator</p>	<p>Responsible for maintaining and updating the emergency text system, ensuring the school is equipped with proper emergency supplies, and coordinating an evaluation by the fire department to ensure our school is up to the current emergency standards.</p>
<p>Fundraising Team Member (6)</p>	<p>Responsible for working directly under the fundraising board members. Anticipate being involved in both the fall and spring fundraising events including preparation and attendance. Fundraising Coordinators will assign specific roles.</p>
<p>Fall Handy Person/Recycle Coordinator</p>	<p>Responsible for completing tasks given by our teachers covering general handy person duties. Also responsible for gathering and delivering classroom recycling at least twice a month.</p>
<p>Spring Handy Person/Recycle Coordinator</p>	<p>Responsible for completing tasks given by our teachers covering general handy person duties. Also responsible for gathering and delivering classroom recycling at least twice a month.</p>
<p>Historian/Yearbook</p> <ol style="list-style-type: none"> 1. M/W/F- Blue Stars 2. T/Th/F-Blue Stars 3. M-TH- Red Stars 	<p>Responsible for gathering photographs throughout the school year including all field trips, performances, and other big events. Coordinators may ask other parents to help with taking pictures when they cannot be present for these events, but each event must be covered. This position will also create a yearbook at the end of the year which can be purchased by families if they desire. Yearbook completion is due by the end of June.</p>
<p>Immunization and Health Coordinator</p>	<p>Responsible for gathering completed immunization forms from each new student and submitting to Utah Health Dept. at the appropriate time. Also, will arrange for</p>

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	vision and hearing screenings for both preschool classes.
Fall/ Spring Scholastic Orders Coordinator	Responsible for getting Scholastic Book Orders out to all families each month. Responsible for placing orders for book orders each month.
Party Coordinator Blue Stars 1. M/W/F 2. T/Th/F	Responsible for working in conjunction with the other party coordinator to plan class parties throughout the year. Party dates TBD by teachers. Responsibilities include coordination of the party, class decorations, and creating/posting sign-up sheets for the following: volunteers, supplies, refreshments, games, activities and cleanup.
Party Coordinator Red Stars 1. M-TH 2. M-Th	Responsible for working in conjunction with the other party coordinator to plan class parties throughout the year. Party dates TBD by teachers. Responsibilities include coordination of the party, class decorations, and creating/posting sign-up sheets for the following: volunteers, supplies, refreshments, games, activities and cleanup.
Running with Ed Coordinator	Responsible for planning and participating in the PCEF Running with Ed event. This will include but not be limited to: sign-ups, creating teams, submitting forms/money for registration, ordering hats or shirts, and assignment of running legs.
Ski Coordinator	Responsible for planning our schools annual ski lesson program with the ski resort. This includes arranging group lessons, distributing/gathering forms and money. This coordinator will work as a liaison between the SS parents and ski resort.

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Fall Teachers Aid	Responsible for working closely with our teachers to assist with various projects. This may include, but is not limited to, making Plat, photocopies, cutting projects, bulletin boards, etc.
Spring Teachers Aid	Responsible for working closely with our teachers to assist with various projects. This may include, but is not limited to, making Plat, photocopies, cutting projects, bulletin boards, etc.