

Parent Volunteer Positions

The Shining Stars School

Extra-Curricular Events Coordinator	Responsible for Back to School playdate event to welcome all new and returning families to Shining Stars in August before school starts, in addition to a summer playdate to bring together new families, and the Shining Stars Easter egg hunt.
Fall Clean Up Crew Coordinator	Responsible for sign up and execution of one clean-up day (Fall). Clean up date determined by board. Clean up will include, but not limited to, classrooms, bathrooms, toys, manipulatives and outdoor areas.
Spring Clean Up Crew Coordinator	Responsible for sign up and execution of one clean-up day (Spring). Clean up date determined by board. Clean up will include, but not limited to, classrooms, bathrooms, toys, manipulatives and outdoor areas.
Fall Community Events Coordinator	Responsible for registering, building and set up of a SS scarecrow (or two) for the PC Scarecrow Walk. Scarecrow can be built alone or with the help of other Shining Stars families.
Fall and Spring Community Service Coordinator	Responsible for arranging one community service project in Fall and one 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.
Recycling Coordinator 1. Blue Stars 2. Red Stars	Responsible for gathering and delivering classroom recycling each week.
After School/Extra Curricular Activity Coordinator	Coordinate and organize the after-school dance program and any similar programs such as karate and ski lessons.
Historian/Yearbook 1. M/W – Blue Stars 2. T/Th- Blue Stars 3. M-TH- Red Stars	Responsible for gathering photographs throughout the school year including all field trips, performances, and other big events. Coordinators may create a shared classroom album for all parents and teachers to upload photos from SS events. 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.
Immunization and Health Coordinator	Responsible for gathering completed immunization forms in September from each new student and submitting to Utah Health Dept. at the appropriate time. Also, will arrange for vision and hearing screenings for both preschool classes in November through Friends for Sight.
Fall/Spring Book Orders Coordinator	Responsible for getting book order information out to all families, placing orders, and assisting with distribution of books to students.
Party Coordinator Blue Stars 1. M/W 2. T/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, decorations, and creating 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, 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.
Teachers Aid -Blue Stars	Responsible for working closely with our teachers and checking in twice each month to assist with various projects. This may include, but is not limited to, making photocopies, cutting projects, bulletin boards, play doh etc. Also coordinate Teacher Appreciation week and Holiday Thank-you.
Teachers Aid -Red Stars	Responsible for working closely with our teachers and checking in twice each month to assist with various projects. This may include, but is not limited to, making photocopies, cutting projects, bulletin boards, play doh etc. Also coordinate Teacher Appreciation week and Holiday Thank-you.
Community Fundraising Coordinator	Update fundraising documentation and send emails throughout the year to all Shining Stars families explaining how to set up an account to participate in free and easy fundraising opportunities with Smiths, Amazon, Oliver's Labels, Café Zupas, and any new companies.
Fundraising (4)	Responsible for working directly under the fundraising board members. Anticipate being involved in fall fundraising preparation and execution.
Spirit Wear	Responsible for inventory management to include ordering baseball tee/sweatshirt/tote bag. Coordinate placement of order and distribution of spirit wear items.
Website Maintenance	Responsible for updating Shining Stars website with news, forms, and updates as well as monitoring google and yelp pages.