

# 2022-2023

## OVERVIEW OF PARENT VOLUNTEER JOBS

*Underlined positions are members of the Parents' Association Council (PAC), and are requested to attend the Parents Association meetings once a month. They serve as the liaisons between the teams they oversee and the Parents Assn.*

### SCHOOL-WIDE TEAMS

**ADMINISTRATIVE CHAIR** - Coordinate administrative-requested assistance with parent volunteers. Oversee Administrative Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**ALUMNI** – Assist Advancement Department with communication to alumni. Coordinate parent volunteers to assist Advancement Department with alumni events.

**BINGO NIGHT HEAD** – (Feb.) Serve as Bingo Night Head Coordinator and primary parent contact for staff. Coordinate parent assistance needed to plan and host Bingo Night. Oversee Junior, Sophomore and Freshman Class Bingo Night Assistant Coordinators.

**GRADUATION HEAD**- Serve as Graduation Head Coordinator and primary parent contact for Advancement Department. Coordinate parent assistance as needed to plan and host graduation. Oversee Class Graduation Coordinators. Be responsible for overall parent involvement in logistics of graduation.

**HOMECOMING GOLF TOURNAMENT** – (Fall) Coordinate parent volunteers to assist with lunch and participant gift bags for Homecoming Golf Tournament.

**HOMECOMING RECEPTION**– (Fall) Coordinate parent volunteers to assist with the Homecoming Reception Party for alumni and alumni parents.

**JOB FAIR** – Plan and organize Job Fair for MCP students with businesses who are interested in hiring students for summer employment, or providing internships or volunteer opportunities.

**AUCTION AND DINNER CHAIR** – (Fall) Plan, organize and hold the MCP annual celebration auction. Oversee Parents Association Celebration Auction Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**AUCTION DONATIONS** – Helps coordinate parent volunteers to solicit and collect donation items for auction.

**SILENT AUCTION** – Helps coordinate silent auction and solicit for items.

**DECORATIONS** - Plan, secure and set-up decorations for event.

**RAFFLE** - Sell and promote selling of raffle tickets during Royal Dinner and Auction.

**EVENT VOLUNTEERS** – Coordinate parent volunteers at event to set-up, staff and clean-up.

**WINE DONATIONS** – Helps coordinate parent volunteers to solicit and collect wine donations and organize 50 bottle wine raffle item.

**COMMUNICATION CHAIR** - Oversee Parents Association Communication Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**PARENTS ASSOCIATION REPORTS** - Assist Parents Association Leaders with writing reports. Upload reports to website.

**PARENTS TECHNOLOGY SUPPORT** - Provide technology support to parents for accessing and navigating Canvas and other online systems at MCP

**SIGN-UP DOCUMENTS** - Create online sign-up sheets for the Parents Association Leaders when requested. Assist Advancement Associate in managing Parents Assn. Sign-Up Genius account.

**ENROLLMENT CHAIR** - Assist Director of Enrollment as needed with events and clerical help. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**BRAINSTORMING** – Coordinate meetings occasionally throughout year with Enrollment Director and team of interested parents to brainstorm enrollment and marketing ideas.

**BRING-A-FRIEND-TO-SCHOOL DAY** - Assist Enrollment Director with help needed to host a day when MCP students may bring a friend to school who is interested in checking out MCP.

**CARPOOL AND VANPOOL** - Organize carpooling information.

**OPEN HOUSES**- Coordinate parent volunteers to assist with MCP's two Open Houses. Help needed includes set-up, decoration, check-in, welcoming, and clean-up.

**PARENT INFO EVENINGS AT SCHOOLS** - Coordinate parent volunteers to help host receptions for prospective parents at MCP, St. Rose School or St. Patrick School.

**PARENT INFO EVENINGS IN HOMES** - Assist Enrollment Director in coordinating parent volunteers to help host small receptions for prospective parents to be held in 3 different homes or venues around county.

**TRICK-OR-TREATING** - Coordinate parent volunteers to provide candy for MCP students to trick-or-treat, and OMS students to trick-or-treat at MCP. Organize parent help put together goody bags to be delivered to students at St. Patrick and St. Rose Elementary Schools.

**HOSPITALITY CHAIR** - Promote a welcoming environment. Oversee Parents Association Hospitality Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**BACK TO SCHOOL DINNER** – Organize parent help needed for Back-to-School Dinner, including decorations, serving, set-up & clean-up.

**DECORATIONS AND REFRESHMENTS** - Coordinate parent volunteers to assist with decorating and providing refreshments for designated school events.

**FACULTY IN-SERVICE LUNCHESES** - Organize two lunches a year on the requested faculty in-service days

**FLOWERS (incl. Graduation)** - Help with arranging or providing flowers. Recruit help as needed.

**TABLECLOTHS** - Launder MCP tablecloths after events. Recruit help as needed.

**PERFORMING ARTS CHAIR** - Support the events and functions of the art, drama and music departments with parent assistance. Oversee Parents Association Performing Arts Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**DRAMA COMMUNICATION**- Create drama email lists. Send drama email communication when requested. Arrange for student photos and biographies for display.

**DRAMA GALA** – (Fall) Assist the Drama Department in coordinating parent volunteers to assist with the Drama Gala.

**DRAMA PERFORMANCE NIGHTS**- Oversee parent assistance for the drama performance nights.

**DRAMA SIGN-UP DOCUMENTS** - Create Sign-Up Documents needed to recruit volunteers, refreshments, etc. to help support drama performances.

**DRAMA TECH WEEK DINNERS** Coordinate volunteers to provide Tech Week dinners.

**INTL. THESPIANS SOCIETY** - Assist Drama Instructor with helping students participate in the Intl. Thespians Society.

**MUSIC CONCERTS** - Provide the Music Director with parental assistance needed to provide the Christmas Concert and Spring Concert.

**ROYAL GUARD PEP BAND** - Provide the music director with parental assistance for the Royal Guard Pep Band.

**SPIRITUAL CHAIR** - Act as liaison between Campus Minister and Parents Association. Assist Campus Ministry as needed. Oversee Parents Association Spiritual Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**BULLETIN BOARD** – Create monthly bulletin board display on saints and topics selected by Campus Ministry.

**LA YOUTH DAY** - Assist Campus Minister in taking a group of students to the LA Youth Day.

**LITURGICAL ENVIRONMENT** - Care for the sacred linens in the Chapel. Assist the Campus Minister in enhancing MCP's spiritual environment.

**LITURGY SUPPORT** - Assist with school liturgies.

**MONTH OF MARY FLOWERS** – Organize volunteers to provide flowers for honoring Mary during month of May.

**PEOPLE'S KITCHEN** - At Prado Day Center supervise students hosting People's Kitchen and organize distribution of food on second Saturday of each month that MCP serves.

**PEOPLE'S KITCHEN FOOD TRANSPORTATION** - Drive either North, South, or Coast County families' People's Kitchen donations to the Prado Day Center on second Saturday of each month which MCP serves.

**PARENT TECHNOLOGY SUPPORT** – Provide technology support to parents for accessing and navigating Canvas and other online systems at MCP.

**SPORTS GAMES CHAIR** - Provide assistance to Athletic Director. Oversee Sports Games Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**ADMISSIONS GATE** – Coordinate the volunteers to work the admissions gate at home athletic events.

**CONCESSIONS HEAD**– Oversee, train and support individual sports concessions coordinators and Christmas Classic Concessions Coordinator. Shop for items requested by Athletic Department for concession stand.

**CONCESSIONS: BASEBALL** – Recruit volunteers to work in the concession stand during home baseball games.

**CONCESSIONS: BASKETBALL** – Recruit volunteers to work in the concession stand during home basketball games.

**CONCESSIONS: VOLLEYBALL** – Recruit volunteers to work in the concession stand during home volleyball games.

**FIELD CHANGEOVER: FOOTBALL TO SOCCER** – Recruit parents to convert football field to soccer field under supervision of staff, usually on a selected Saturday.

**FIELD CHANGEOVER: SOCCER TO BASEBALL** - Recruit parents to convert soccer field to baseball field under supervision of staff. Usually on a Saturday, probably late February.

**FOOTBALL CHAINS** - Recruit volunteers to work the chains for home football games.

**FOOTBALL GATE HEAD** – Oversee, train and support football admissions gate volunteers.

**FOOTBALL VISITING TEAM RELATIONS** – Welcome visiting team and escort them to their locker room. Supervise visiting team gate, opening and closing as needed.

**LINE FIELD-BASEBALL** - Line home field for baseball games. Recruit additional help if needed.

**LINE FIELD-FOOTBALL** - Line home field for football games. Recruit additional help if needed.

**LINE FIELD-SOCCER** - Line home field for soccer games. Recruit additional help if needed.

**SPORTS SUPPORT CHAIR** - Provide assistance to Athletic Director. Oversee Sports Teams Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**CHRISTMAS CLASSIC HEAD COORDINATOR** - Oversee other Christmas Classic Coordinators and serve as liaison between coordinators and Athletic Department.

**CHRISTMAS CLASSIC ADMISSION GATE**– Recruit volunteers to work the admission gate.

**CHRISTMAS CLASSIC CONCESSIONS**– Recruit volunteers to work in the concession stand.

**CHRISTMAS CLASSIC DINNERS** – Work with MCP tournament staff to arrange food for dinners and desserts. Oversee prep, serve and clean-up of dinners for teams. Shop for items needed.

**CHRISTMAS CLASSIC HOSPITALITY** – Organize and provide hospitality for coaches and sponsors.

**GOLD CARDS** - Sell athletic Gold Card. Recruit additional volunteers when needed.

**SPORTS PHYSICALS** – Work with Athletic Dept. to organize sports physicals on MCP campus for athletes in spring.

**SPORTS SOCIAL MEDIA** – Provide assistance to Athletic Director in filtering and uploading social media content.

**SPORTS TEAM PARENT CHAIR** - Recruit and oversee team parent for each sports team to assist coach. Attend monthly Parents Assn. Meetings and serve as liaison between team parents and Parents Assn.

**TEAM PARENTS** - Serve as team parent for a sport. Assist coach and team as requested. Could include organizing away game drivers, game snacks, end of season dinner, and coach's gift.

**STAFF CHAIR** - Oversee Parents Association Staff Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**CAFÉ ROYALE** – Coordinate parent volunteers to work with Café Royale chef in preparing and serving food for special occasions. Coordinate kitchen training between volunteers and Café Royale chef.

**OFFICE** - Coordinate parent volunteers to assist school secretaries with office needs.

**NEW FAMILIES** - Coordinate parent volunteers to help host New Parent Welcome at start of school and email tips.

**SENIOR BREAKFAST** - Coordinate parent volunteers to help with providing cold foods and decorations for breakfast for senior students and staff in May. Hot food provided by Café Royale Chef.

**SERVICE HOUR RECORDS** - Assist business manager with recording parent service hours.

**SPEECH TOURNAMENT** – Coordinate parent help needed to assist with speech tournament hosted by MCP in spring, primarily refreshments.

**STUDENT ACTIVITIES CHAIR** - Act as liaison for students in requesting parental help. Oversee Parents Association Student Activities Coordinators and assist as needed. Attend monthly Parents Assn. Meetings and serve as liaison between team and Parents Assn.

**HOMECOMING** - Coordinate parent volunteers to assist ASB students in carrying out Homecoming week and Homecoming halftime activities, and Homecoming dance.

**MOCK TRIAL** - Coordinate parent volunteers to support Mock Trial club or class, mainly with refreshments.

**ROYAL DAY BBQ** - Coordinate parent volunteers and food to provide Royal Day BBQ for students.

**STUDENT EVENTS** - Coordinate parent volunteers to provide assistance as requested for the scheduled student-run activities. May include--Coffee Night, Movie Night, Poker Night, Mock Rock and Battle of the Bands.

## **CLASS LEVEL TEAMS**

**CLASS CHAIRPERSON** - Preside and oversee Class-level meetings and parent activities. Attend monthly Parents Assn. Meetings and PA Executive Team Meetings. Serve as liaison between class and Parents Assn.

**CLASS SECRETARY** - Forward email to all class parents when requested by Advancement Associate. Attend monthly Parents Assn. meetings to serve as one of the four Class Representatives, and serve as liaison between class and Parents Assn.

**CLASS PARENT LIAISON** - Provide a link between class parents and Parents Association. Serve as On-Call Help Team Leader to recruit on-call assistance for one quarter. Attend monthly Parents Assn. meetings to serve as one of the four Class Representatives, and serve as liaison between class and Parents Assn.

**AUCTION CLASS ITEM** - Work with Auction team and Student Leadership to create a Class Item to be auctioned at the annual MCP Auction in the Fall.

**GRADUATION** - Assist with graduation planning, decorating and refreshments. Different responsibilities are assigned to each class: freshmen help with set-up and clean-up, sophomores host baccalaureate and graduation receptions, and juniors assist photographer with photo shoot. Coordinate parent help needed.

**STAFF APPRECIATION** – Oversee class hosting of assigned staff appreciation months. Host one staff lunch on assigned date. Provide birthday gift for staff members with birthdays during assigned months. Optional to provide any other expressions of staff appreciation.

**CLASS STUDENT LIAISON** - Provide a link between the class students and parents. Oversee coordination of parent assistance needed by students. Attend monthly Parents Assn. meetings to serve as one of the four Class Representatives, and serve as liaison between class and Parents Assn.

**DANCE, CLASS-HOSTED** - Coordinate parents to assist students with refreshments chaperones for one dance.

**RETREAT** - Coordinate needed assistance with class retreat—could include food and transportation.

**Sr. Only: TRI-TIP DINNER** - Coordinate Tri-Tip Dinner Fundraiser for the senior class.

**Jr, Soph, Fr Only: BINGO NIGHT** – Assist Head Bingo Coordinator by coordinating the student and parent help needed from your class with hosting a Bingo Night Fundraiser for the Junior, Sophomore and Freshman classes.

**Fr. Only: FAMILY ACTIVITY** - Coordinate parent volunteers to host one activity for families of class to promote community building, preceding Back-to-School Dance.

**Fr. Only: PAINT THE M** – Help Assistant Principal of Student Activities in organizing the freshman class activity of Paint the M, located on San Luis Mountain. Activity includes painting the M and cleaning up the area around the M. Arrange for chaperones, refreshments and supplies.