

2016-2017

OVERVIEW OF PARENT VOLUNTEER JOBS

SCHOOL-WIDE TEAMS

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.

Team Coordinators are needed to head up the teams listed in CAPs, but not underlined. The brief overview describes the team's job. Coordinators are welcome to attend Parents Assn meetings, but not expected to attend.

ADMINISTRATIVE CHAIR - Coordinate administrative-requested assistance with parent volunteers. Oversee Administrative Coordinators and assist as needed.

GRADUATION - Serve as graduation chairperson and primary parent contact for Academics Department. Coordinate parent assistance as needed to plan and host graduation. Oversee other Class Graduation Coordinators. Be responsible for logistics of graduation and overall parent involvement.

PARENT-EDUCATOR PARTNERSHIP - Help host parent workshops and help create a booklet for parents on how to support their students' success.

STUDENT WARDROBE - Assist in outfitting and maintaining Student Wardrobe with dress code appropriate clothing for students to borrow.

STUDENTS WORKSHOP - Assist staff in hosting student workshops and community education programs.

ADVANCEMENT CHAIR - Assist in progressive advancement of MCP. Oversee Parents Association Advancement Coordinators and assist as needed.

ALUMNI - Assist Advancement Department with events for alumni.

HOMECOMING RECEPTION - Assist with the annual Homecoming Reception for alumni and alumni parents.

AUCTION AND DINNER CHAIR - Plan, organize and hold the MCP annual celebration auction. Oversee Parents Association Celebration Auction Coordinators and assist as needed.

AUCTION - Solicit, collect and organize items for auction.

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

DINNER - Assist with securing dinner vendors and making dinner arrangements.

RAFFLE - Sell and promote selling of raffle tickets.

SET-UP & STAFFING - Volunteer at event to set-up, staff or clean-up.

TABLE HOST - Recruit volunteers to serve as table hosts at the Auction & Dinner inviting others to share a table.

TICKETS - Oversee and promote the sale of tickets to the Auction & Dinner.

COMMUNICATION CHAIR - Oversee Parents Association Communication Coordinators and assist as needed.

PARENTS ASSOCIATION PHOTOS - Help in securing photos of Parents Association involvement in MCP activities.

PARENTS ASSOCIATION WEBSITE - Assist Parents Association in getting information online. Help with Parents Assn webpage, and Job Records website.

REPORTS WRITER - Assist Parents Association Leaders with writing reports.

SIGN-UP DOCUMENTS - Create online sign-up sheets for the Parents Association activities when requested.

ENROLLMENT CHAIR - Assist Director of Enrollment as needed with events and clerical help.

NEW FAMILIES - Help with New Family Orientation and organize carpooling information.

OPEN HOUSE - Assist with January Open House.

PARENT DISCOVERY NIGHTS - Assist in publicizing MCP to prospective parents. Help organize or host receptions for prospective parents.

HOSPITALITY CHAIR - Promote a welcoming environment. Provide refreshments and table decorations. Provide other decorations as needed. Oversee Parents Association Hospitality Coordinators and assist as needed.

BACK TO SCHOOL DINNER - Plan and organize Back-to-School Dinner. Work with parents and students to take part in hosting MCP family dinner for school community.

DECORATIONS AND REFRESHMENTS - Assist with creative decorating and providing refreshments for designated school events.

FLOWERS (incl. Graduation) - Help with arranging or providing flowers.

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.

DRAMA - Provide the drama department with parental assistance as needed for drama productions. Work closely with Drama Volunteer Coordinator. Oversee ticket sales for drama performances.

DRAMA VOLUNTEER - Coordinate volunteers to help support drama performances. Arrange for Tech Week Dinners. Work closely with Drama Coordinator.

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

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

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

CHAPEL PRAYERS - Pray for the MCP school community in MCP's Chapel.

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.

LITURGIES SUPPORT - Assist with school liturgies.

MONTH OF MARY FLOWERS - 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.

STUDENT SERVICE TRANSPORTATION - Assist with transportation for student service projects, including freshmen Food Bank.

SPORTS GAMES CHAIR - Provide assistance to Athletic Director. Secure and coordinate volunteers. Oversee Sports Games Coordinators and assist as needed.

ADMISSIONS GATE – Work the admissions gate at home athletic events.

CONCESSIONS – 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 PREP-BASEBALL - Prepare home field for baseball games.

FIELD PREP-FOOTBALL - Prepare home field for football games.

FIELD PREP-SOCCER - Prepare home field for soccer games.

GOLD CARDS - Sell athletic Gold Cards.

SPORTS TEAMS CHAIR - Provide assistance to Athletic Director. Secure and coordinate volunteers. Oversee Sports Teams Coordinators.

CHRISTMAS CLASSIC BASKETBALL TOURNAMENT --

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

CHRISTMAS CLASSIC HOSPITALITY - Provide hospitality for coaches and sponsors.

CHRISTMAS CLASSIC KITCHEN - Help serve meals to teams and assist in kitchen.

CHRISTMAS CLASSIC PARENT VOLUNTEERS - Help man ticket gate or provide other assistance.

FIELD CHANGEOVER: FOOTBALL TO SOCCER - Convert football field to soccer field under supervision of staff, on a selected Saturday.

FIELD CHANGEOVER: SOCCER TO BASEBALL - Convert soccer field to baseball field under supervision of staff. One Saturday, probably late February.

SPORTS PHYSICALS - Organize or assist with providing sports physicals on MCP campus for athletes.

SPORTS TEAM PARENT CHAIR - Recruit and oversee team parent for each sports team to assist coach.

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 - Coordinate staff-requested assistance with parent volunteers. Oversee Parents Association Staff Coordinators and assist as needed.

CAFÉ ROYALE - Work with Café Royale chef in food preparation and serving for special occasions.

OFFICE - Work with school secretaries to assist with office needs.

STUDENT ACTIVITIES CHAIR - Act as liaison for students in requesting parental help. Recruit parental assistance needed for school-wide student activities, projects and events. Oversee Parents Association Student Activities Coordinators and assist as needed.

HOMECOMING - Assist ASB students in carrying out Homecoming week and Homecoming halftime activities.

HOMECOMING DANCE - Assist students as needed with decorations, refreshments and chaperones.

MOCK TRIAL - Support Mock Trial club or class.

ROYAL DAY BBQ - Provide Royal Day BBQ for students.

STUDENT EVENTS - Offer assistance as requested for the following student-run activities: Provide assistance to students Coffee Night, Movie Night, and Lock-in.

CLASS LEVEL TEAMS

CLASS CHAIRPERSON - Preside and oversee Class-level meetings and parent activities.

CLASS SECRETARY - Record class meeting proceedings. Submit class information to the Royal Pride.

GRADUATION - Assist with graduation planning, decorating and refreshments. Different responsibilities are assigned to each class.

SENIOR BREAKFAST (Juniors only) - Junior students and parents host breakfast for seniors & staff near end of school year.

SOPHOMORE GUIDANCE (Sophomores only) - Assist college counselors with hosting Sophomore Guidance Individual Family appointments by helping with scheduling, phone call reminders and manning check-in table.

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. Assume chairperson's duties in chair's absence.

REFRESHMENTS - Provide refreshments for class activities.

STAFF APPRECIATION - Participate in showing gratitude to the staff by hosting one luncheon, hosting monthly celebration of staff birthdays, and other optional expressions of appreciation.

CLASS STUDENT LIAISON - Provide a link between the class students and parents. Oversee coordination of parent assistance needed by students.

CLASS-HOSTED DANCE - Assist students with decorations, refreshments and secure chaperones for one dance.

FAMILY ACTIVITY - Assist with hosting one activity for families of class to promote community building.

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

PAINT THE M (Freshmen only) - Provide refreshments or accompany freshmen class as they walk from MCP to the "M" to paint it and clean up area.