



FAAM PTA Volunteer Position Descriptions

2023-2024

The FAAM PTA offers many opportunities for parents and other family members to become involved and support the school. Please email faampta@gmail.com with any questions about a specific position.

Assistant Treasurer

Our treasurer serves a two-year term. An assistant treasurer would be interested in becoming treasurer for the next two school years, 2024-2025 and 2025-2026. He or she would spend this year training with our current treasurer, LaQuantas Shepherd.

Drive-In Helpers

The Drive-in is tentatively scheduled for Thursday, October 26th. There are a variety of jobs to prepare for this day, and we will need several people to help set up, assist during the event, and break down the event. No one will be expected to do all of the above, so if you are able to help with any part of drive-in, we'd love to have you sign up.

Dad's Club

Our dad's club helps with physical projects around the school. These could range from handyman projects to landscaping improvements on the school grounds. These projects can take place based on the availability of the volunteers. Dads who sign up will be emailed when each project comes up by the Dad's Club coordinator.

Fundraising Helpers

There are several fundraisers that involve parents coming to the school to pick up their orders, like cookie dough and poinsettias. Fundraising helpers will help distribute the products to the parents.

Hospitality Committee

Volunteers help plan, coordinate, and decorate monthly teacher luncheons, Teacher Appreciation week, and other special events throughout the year.

Library Helpers

The library needs parents to help re-shelve books, assist students with checking out books, and help with book fairs.

Spirit Store Helpers

Volunteers will help the Spirit Store coordinator fill orders and even work the spirit store at specific events when available.

Yearbook Assistant

Yearbook Assistants can help with copy-editing for the yearbook, or they can be involved in collecting and organizing the pictures that parents send in for the yearbook.

Multicultural Night Helpers

Multicultural Night will be Thursday, November 30th. Helpers will come early to help set up, decorate, receive food from participants as they arrive, and they will help take down the decorations and clean up from the event.

Grandparents' Day Helpers

We are tentatively planning Grandparents' Day for the spring semester. Helpers will help decorate for the event, help distribute the crafts and snacks to the grandparents and kids, and will help clean up after the event. It will likely be a week-long event, so we would need volunteers for each day.

Art Show Helpers

The Art Show at FAAM is always toward the end of the school year, and volunteers will help Mrs. Lee prepare for the event and after the event to process orders.

Popcorn and Italian Ice Distributors

Popcorn is distributed to students who ordered one Friday a month in the afternoons. Italian Ice is distributed to students who ordered two Wednesdays a month in the afternoons. Volunteers will sign up when available to come to the PTA room and organize the popcorn or Italian Ice into buckets for each class based on how many students from each class ordered. Students from each class pick up the buckets, so volunteers don't have to take it to the individual classrooms.

Graphic Designer

We need creative minds to help us design new t-shirts for our spirit store and special events.

Decorating Committee

These volunteers would help change out the decorations around FAAM seasonally. They might also help decorate for special events throughout the year.

Photographer

This volunteer would be someone who has a professional camera who would be willing to take pictures at our special events for the yearbook, social media, and the website.

Office Helpers

These volunteers would help the office staff with filing and various clerical tasks.

Teacher Helpers

These volunteers would help teachers with tasks like tearing out worksheets, cutting out laminated materials, etc. These helpers are not assigned to specific teachers but would be emailed when a certain grade level needs help.

Spring Fling Helpers

Our Spring Fling is a huge event we have at the school with games, inflatables, food, and lots of fun. We need a lot of volunteers to help set up, break down, and actually work the event. Helpers during the event are assigned to a station for a certain period of time and are not expected to help during the whole event so that all volunteers can also enjoy the event with their families.