

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Community Service
Past Chair/Co- Chairs:	Julie Latulipe, Susie Zuniga, Beth Woodward (2010-2011)/ Heather Ray, Lisa McCabe (2011-2012)
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	Ongoing
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	Flexible depending on how many activities are done. Typically about 5 hours per month.
Other Personnel Involved: (Ex. PTSA Chairs, Chess Instructor, Mrs. Haefle, Mrs. Healy, Classroom Teachers, etc.)	Other parent volunteers, Carla Boerman (help with scheduling rooms/events), Green Team, Spring Clean-up, Flag Day, Student Council, Spencer Jones
Job Description:	Plan and lead community service activities for Park Road students and families. Communication with families about activities through Particulars and Website.
Outline or Schedule of Duties/Responsibilities:	Organize activities such as: <ul style="list-style-type: none"> • Pittsford Food Cupboard Food Drive (fall/spring) • Visits to Heather Heights Assisted Living (multiple times per year) • Letter writing/cards for Military Service Veterans (November) • Support for Park Road families in need (ongoing) • Salvation Army Bell ringing (December) • Projects for community organizations such as Lollypop Farm (ongoing) • Clothing/toy drives (winter/spring) • Assist with spring cleanup (April)

	<ul style="list-style-type: none"> • Flag day pencil sale fundraiser (June) • Recycling school supplies (June) • Other activities as desired/needed
Supplies Needed:	<p>Fleece for making blankets (for cats at Lollypop farm), Scissors, Markers, Card Stock/poster board, Glue ,Craft supplies Pretzels/juice/paper goods for snacks at afterschool meetings, Bags for food drive collections, Bins for food drive collections</p>