

Volunteer Job Descriptions

These opportunities are grade-specific generally and require a weekly or bi-weekly commitment during the school day.

_____ **Media Center** – Assist media center staff in stocking books, tracking books and helping students.

_____ **Office Help** – Assist office staff with clerical and communication tasks as needed.

_____ **School Store** – Sell school supplies to students during lunch from 11am – 1pm

These committees create and run a wide variety of RPMS programs.

_____ **Beautification** – Help create a beautiful environment on school grounds and Earth Day.

_____ **Book Fair** – Help out our twice-yearly, weeklong events to sell books to students and parents.

_____ **Dance** – Sell tickets (during lunch-time), chaperone, and serve refreshments at school dances.

_____ **8th-Grade Dance** – Help with this year-end extravaganza for our departing 8th graders! In addition to the usual dance responsibilities, the 8th –grade dance committee takes down Sherwood High School’s After-Prom decorations, uses them to decorate the RPMS cafeteria for our 8th –grade dance, then removes them when the dance is over. This is a wonderful annual event that our 8th graders love and remember.

_____ **Directory** – Volunteers compile information to produce the school directory and assist in October to get directories prepared for distribution.

_____ **Membership** – Collect membership applications and dues at Back-To-School Night and provide membership counts to the PTA.

_____ **Principal’s Advisory Committee** – Comprised of staff, administration, and parents, this group meets regularly to discuss concerns and issues to improve the school community. The committee meets four times during the year and over the summer.

_____ **School Safety** – Assist with traffic control during the first few weeks of school to ensure the safety of students during morning drop-off and afternoon departure.

_____ **Spirit Wear** – Help sell Dolphin-themed sportswear and gym uniforms during Back-To-School Night and throughout the year.

_____ **Staff Appreciation** – Help out with several special events through the year, including a one-week event in May to show our appreciation to our RPMS staff.

_____ **Year-end Celebrations** – Help supervise end-of-year activities like band/orchestra parties and RPMS’s Fabulous last-day-of-school carnival.

_____ **One-Time Opportunities** – Who knows? Volunteer for surprise, one-time opportunities as they arise throughout the year.