

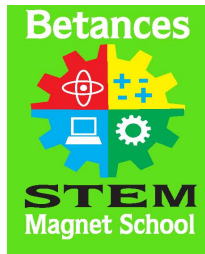
Betances STEM PTO Event Coordinator Job Description

Job Description:

Responsible for coordinating the planning, organizing, and executing of a series of fun school-wide “family events” during the school year.

Specific Responsibilities:

- Propose schedule of events for school year at summer PTO Board meeting for discussion and Board approval.
- Help recruit volunteers to chair events and volunteer at events.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc., produced while executing duties of post.
- Attend all PTO Executive Board and General meetings.
- Supervise and assist event Chairperson to ensure that they:
 - Plan and organize all details related to proposed events
 - With volunteer help, see all events through to completion. Coordinate work of all volunteers.
 - Oversee all details of all events from conception to clean up.
 - Balance budget for each event. Family events are not fundraisers, but should be self-supporting. Admission fees and any additional income generated at event (e.g. sale of baked goods, etc.) should cover the costs of the event.
 - Publicize event by sending out notices to parents both in Spanish and English. Place signs and Posters around the school (with permission from Principal).
 - Submit Family Events Report to PTO President at the conclusion of each event.



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- As events are decided by the board, responsible for coordinating all aspects of the event from set up through break down including logistics, volunteers, concessions, music/media, decorations, etc.
- Works with the Secretary to ensure proper, timely, and thorough advertisement of event is communicated
- Recruits and manages volunteers (parents, students, and/or teachers) for the event to help with advertising, set up, running concessions, photos during event, chaperones, security, and break down.
- Coordinates and assigns concessions, music/media, decorations, or any other aspect needed for a successful event
- Works with the Treasurer to establish a budget for the event, determine entry fees, manage expenses, and establish a projected return on investment
- PTO Treasurer shall be the only person at events handling the exchange of money