

Social Events Coordinator



Purpose: Social events build a sense of community among parents, teachers and students, and enhance our regard for the joy of life and learning. These events provide opportunities for families and staff to get to know and appreciate each other, and to just have fun together.

Prerequisite/Requirement: None

Job Responsibilities:

- Coordinate events: Below are listed some possibilities:
 - Family activity twice a year (e.g., Movie Night, ice skating)
 - KOA Camp (weekend of Memorial Day Weekend, provide booking information to parents)

Financial Responsibility: None, activities should be self sustaining.

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 20

Reports to: 3-5th Grade Reps

Selection Process: Elected by General Membership

Term: August to June

Candidates

Revised 5/23