

# Record Keeper Assistant



**Purpose:** The position of record keeper assistant exists to serve as liaison between approved Pacifica School District volunteers based at Ocean Shore School and the assigned school record keeper; to facilitate communication between these parties, assist in maintaining expirations and name tags.

**Prerequisite/Requirement:** Strong organization skills recommended. Knowledge of Google Suite is strongly recommended.

## Job Responsibilities

- Knowledge of Google Spreadsheets, Google Docs and Gmail
- Ability to help sort Welcome Packets one week before school starts under the supervision of the Ocean Shore School Record Keeper
- Ability to make and maintain volunteer name tags through the designated system used by PTO/Pacifica School District
- May have to send monthly reminder emails in regards to expiring documentation under the supervision of the Ocean Shore School Record Keeper
- Create and post signage to help volunteers know about volunteer requirements and recording hours as designated by Pacifica School District and Ocean Shore PTO
- Help Record Keeper with any non-confidential tasks as needed
- Help PTO VP in maintain field trip bags for drivers as needed
- Maintain the Volunteer bookcase located in the Main Office

## Hours recording procedure:

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

**Hours earned:** Up to full commitment

**Reports to:** Ocean Shore School Record Keeper

**Selection Process:** Appointment - this position will be filled by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign up at any time until the close of the election.

**Term:** August 1 to June 30

**Revised 4/24**