



STAFF APPRECIATION COORDINATOR

Beacon Hill PTA 6.15.42

The Staff Appreciation Coordinator is an appointed position, approved by simple majority vote at a board meeting in the spring. The term of this position is one year, beginning July 1st and ending June 30th of the following year. A commitment of at least two terms is desirable. The job was most recently held by Jennifer Matter who is available for questions as needed.

Duties and Responsibilities

For any given staff appreciation event, the Staff Appreciation Coordinator will:

- Reserve the staff lounge or other designated space for the specified dates, and remind Administrative Staff two weeks prior to each scheduled event.
- Recruit and assign volunteers specific tasks such as:
 - room decorations (table cloths and center pieces from Nancy)
 - receiving donated food (making sure containers are labeled & perishables are refrigerated)
 - dividing foods into three parts before a luncheon starts so that all three lunch groups have access to the same food
 - warming foods before serving
 - replenishing foods as dishes are eaten
 - washing empty food containers, and recycling or reusing containers as possible
- Call and remind volunteers the day before the event.
- Make invites for the individuals being honored by the event.
- Make cards for the individuals being honored to show the PTA's appreciation.
- Purchase supplies for each event including compostable plates, napkins, recyclable cups and cutlery as needed, ensuring that receipts are kept for reimbursement and given to the Treasurer.
- Purchasing additional food or beverages as deemed needed, ensuring that receipts are kept for reimbursement and given to the Treasurer.
- Ensure that translated letters soliciting families to help have gone out at least one week in advance of each event (work with IA staff and Volunteer Coordinator).
- Advertise event/solicit help on the PTA bulletin board and at the school entry for families to see.
- Arrive at each scheduled event 10 minutes in advance to supervise set up.
- Remain/return to each scheduled event to ensure the space is cleaned / returned to normal, leftover reusable supplies are returned to the PTA.