

# Volunteer Opportunities 2007-2008

No matter what your skill set, the Athenian Parent Association offers volunteer opportunities for you to support our students, meet new people and have fun! This job information can help you decide how to help. For more information, contact the APA at [apa@athenian.org](mailto:apa@athenian.org) or 925-362-7275. (Messages are answered weekly during the summer.)

## FULL-YEAR POSITIONS

**Grade representatives:** Key community builders who communicate school info to parents, facilitate social events and support APA fundraising. Three or four needed per grade.

**Communications/signboard:** Update the sign at the school entrance once a week.

**Apparel sales:** Sell Athenian shirts and other logowear at key school events. Coordinator works with bookstore manager to update designs as needed.

## BACK-TO-SCHOOL EVENTS

**Registration:** Staff APA and apparel sales tables during registration to help new parents.

**Upper School Parents Back-to-School Picnic:** Parents meet their student's teachers by visiting each class during this Sunday event. A catered picnic dinner is provided. Volunteers set up for the event and distribute orientation packets. Help is also needed with clean-up, which includes taking down tables and chairs after dinner. (Sept. 9, 2007)

**Middle School Parents Back-to-School Night:** Parents meet their student's teachers on a class-by-class basis at this Tuesday evening event. A light supper is served. Volunteers are needed to hand out orientation packets and assist with clean-up. (Sept. 11, 2007)

## BOOK SALES

**Paperback book sales:** Work with the bookstore manager to sell paperbacks and workbooks to students during registration and the first week of school.

**Used book buy-back program:** Work with the bookstore manager, a vendor and the APA to organize, promote and staff a one-day program in June for students to sell their used textbooks.

## ATHLETICS

**Sports Award Night:** At the end of each sports season, team members gather with their coaches and families to honor each team's achievements. Volunteers set up, decorate and clean up.

**Team parent:** Works with the coach to facilitate communication with parents and perform other duties as needed.

## HOST AN EVENT IN YOUR HOME

**Neighborhood potlucks:** A chance for you to meet Athenian parents in your neighborhood! Hosts are needed in each geographic area served by our school. (Friday, Sept. 28, 2007)

**Grade-level potlucks:** While your students enjoy their Halloween dance or social, meet parents from the same grade level. One host family is needed per grade. (Friday, Oct. 26, 2007)

**Admissions coffees:** Host an evening coffee in your home. These informal gatherings are designed to give prospective parents a chance to meet Athenian administrators and admissions staff, and to learn more about Athenian. Hosts are needed in the Oakland, Lamorinda, Danville and Pleasanton/Dublin areas.

***Ninth-grade parent meeting:*** Toward the end of January '08, parents will meet with 9th-grade dean Sam Shapiro in a fellow parent's home. Hosts are needed in the Danville and Oakland areas. These meetings offer parents a chance to discuss Athenian and their child's experiences at Athenian in a casual setting.

***Host a boarding student:*** Include an Athenian boarding student in your family activities on some weekends or short holidays. International/Residential Programs director coordinates hosts on an as-needed basis.

## OTHER EVENTS

***POCIS Conference:*** Athenian will host a Bay Area meeting of People of Color in Independent Schools this fall. More than 100 visitors are expected, and help is needed with set-up and registration. (Saturday, October 27)

***Pizza Suppers:*** These dinners are served before performing arts concerts and feature delicious pizza prepared by our kitchen staff. Volunteers organize, decorate, serve, and clean up.

***Winter faculty/staff appreciation luncheon:*** Parents plan, decorate, cook, and serve a feast for our deserving faculty and staff, then clean it all up! More than 40 volunteers are needed for this event. (Tuesday, December 11, 2007 – set-up starts the day before)

***International Night:*** An evening for both Middle and Upper School families to celebrate the diversity of our school. Parents prepare food and students provide entertainment from different countries. (Friday, Jan. 25, 2008)

***Family Work Day:*** Families gather on a Saturday morning to do general maintenance work on campus. Jobs include simple carpentry, gardening and painting. The coordinator plans the event, arranges for refreshments, assigns jobs, and ensures that essential tools and supplies are available for the work. (Saturday, April 26, 2008)

***Spring faculty/staff appreciation luncheon:*** This catered luncheon helps us thank our staff for their outstanding work. About 12 volunteers are needed to set up, serve and clean up. (Thursday, May 29, 2008)

## FUNDRAISING

### ***Fundraising event***

***Leadership team:*** Plans and oversees the event, from choosing the type of event and theme to running the event. A chair may be selected from this group.

***Acquisitions coordinator:*** Plans and secures items for the event.

***Advertising/corporate sponsorships:*** Solicits companies to sponsor the event and advertise in the evening's catalog/program.

***Cashiering:*** Helps process paperwork at the conclusion of the event.

***Communications and publicity:*** Oversees all promotional materials for the event, including articles in the *All-School News*, web postings, and the catalog

***Data entry:*** Inputs data needed to run the event, including invitees' names and addresses, reservations, catalog entries, reports and more.

***Decorations:*** Designs and creates decorations as needed for the event within the designated budget.

***Display:*** Creates poster-size signs as needed for the event.

***Invitations:*** Collects names and addresses needed for invitations; produces labels, assists with mailing.

***Set-up and take-down coordinator:*** Ensures everything is on site and ready for the event, then makes sure everything is cleared from the site at the end of the evening.

**Site liaison -- food and beverage:** Works with the event site staff to come up with a suitable menu and beverage plan.

**Tuition-drawing coordinator:** Oversees the tuition credit drawing usually held in conjunction with the event.

**General staff:** Help as needed across the board.

**eScrip:** Volunteers help promote and expand our merchant fundraising programs.

**Annual Fund:** This campaign encourages donations from Athenian families to support the school's operating budget. Volunteers are trained by the Development Office in preparation for the annual phone-a-thon.

## PERFORMING ARTS

**Performing arts liaisons:** These new posts will support Athenian's talented performers. Volunteers will work with performing art teachers to assist as needed, particularly during performance weeks.

## CLERICAL ASSISTANCE

**Admissions:** Help Admissions Office staff assemble application/information packets as needed.

**Library:** Weekly commitment of two hours to help shelve books and magazines, read shelves to ensure items are correctly placed, inventory and review the collection, process new books, and work on special projects. Training and support provided by the Library staff.

**Bulk mailing assistance:** From time to time, the APA needs help preparing mailings to our parents. Volunteers help stuff and label envelopes.